



Ministry of National Security

Bermuda Police Service

Request for Supplier Qualifications

For

Network Infrastructure and Phone System Refresh

Request for Supplier Qualifications No.: **BPS PN/2024-003 Network Infrastructure and Phone System Refresh**

Issued: **Tuesday October 29, 2024**

Submission Deadline: **Tuesday December 03, 2024 04:00:00 PM Bermuda local time**

TABLE OF CONTENTS

PART 1 – INVITATION AND SUBMISSION INSTRUCTIONS	3
1.1 Invitation to Respondents	3
1.2 RFSQ Contact	4
1.3 Prequalification Process	4
1.4 RFSQ Timetable.....	4
1.5 Submission of Responses	5
PART 2 – EVALUATION AND SELECTION	7
2.1 Stages of Evaluation.....	7
2.2 Stage I – Mandatory Submission Requirements	7
2.3 Stage II – Evaluation	7
2.4 Ranking and Selection.....	7
2.5 Notification of Top-Ranked Respondents	7
PART 3 – TERMS AND CONDITIONS OF THE RFSQ PROCESS	9
3.1 General Information and Instructions.....	9
3.2 Communication after Issuance of RFSQ.....	10
3.3 Notification and Debriefing.....	11
3.4 Conflict of Interest and Prohibited Conduct.....	11
3.5 Confidential Information.....	13
3.6 Procurement Process Non-Binding.....	14
3.7 Governing Law and Interpretation.....	15
APPENDIX A – SUBMISSION FORM	16
APPENDIX B – RFSQ PARTICULARS	20
A. THE DELIVERABLES	20
B. MATERIAL DISCLOSURES.....	21
C. MANDATORY SUBMISSION REQUIREMENTS	21
D. MANDATORY TECHNICAL REQUIREMENTS.....	23
E. PRE-CONDITIONS OF AWARD	23
F. RATED CRITERIA	24
APPENDIX C – CERTIFICATE OF CONFIRMATION OF NON-COLLUSION	26
 ANNEX A - LOCAL BENEFITS	
 ANNEX B - COMPANY PROFILE FORM	

PART 1 – INVITATION AND SUBMISSION INSTRUCTIONS

1.1 Invitation to Respondents

This Request for Supplier Qualifications (“RFSQ”) is an invitation by the Government of Bermuda (the “Government”) to prospective respondents to qualify in accordance with Evaluation of Responses (Part 2) for eligibility to provide **Network Infrastructure and Phone System Refresh** as further described in Section A of the RFSQ Particulars (Appendix B) (the “Deliverables”).

The Bermuda Police Service (BPS) is embarking on a critical initiative to refresh its network infrastructure and IP Unified Communications Manager (UCM) desk phone system. To ensure the success of these upgrades, the BPS invites qualified vendors to participate in the pre-qualification phase of this project. This phase will evaluate vendors based on their technical expertise and capabilities, excluding any pricing information and proposed solutions at this stage.

The selected vendor(s) will be responsible for:

- Removing outdated equipment.
- Installing, configuring, and supporting new network switch infrastructure.
- Upgrading the IP Unified Communications Manager (UCM) desk phone system across all BPS locations.

The primary objective of this project is to implement a state-of-the-art network and IP phone system that offers enhanced performance, reliability, scalability, and security.

Key areas of focus for the project include:

- Minimizing downtime and disruption during the transition.
- Optimizing network and IP phone system performance and traffic management.
- Integrating advanced security measures to protect both network and communications infrastructure.
- Offering comprehensive support, maintenance, and training for BPS personnel.

In the subsequent tender phase, vendors will be expected to propose solutions that fully meet the BPS’s technical requirements, enable seamless integration between the network and phone systems, and include robust support options to ensure system longevity and scalability for future growth. Vendors should also submit flexible pricing models, offering Capital Expenditure (CapEx), Operational Expenditure (OpEx), or a blended approach to accommodate BPS budgetary preferences.

The existing BPS network predominantly utilizes Cisco switches and IP Phones. Alternative solutions should either match or surpass the present business requirements. Proposed solutions must adopt a turnkey approach, ensuring alignment with BPS's operational and communication requirements.

Vendors may submit bids for the network and UCM upgrades or one aspect of the project. In either case, vendors must ensure that their proposed solution integrates seamlessly with the other components of the project.

1.2 RFSQ Contact

For the purposes of this procurement process, the “RFSQ Contact” will be:

Mrs Julie Trott, Business Analyst, email julie.trott@bps.bm

Respondents and their representatives are not permitted to contact any employees, officers, agents, elected or appointed officials or other representatives of the Government, other than the RFSQ Contact, concerning matters regarding this RFSQ. Failure to adhere to this rule may result in the disqualification of the respondent and the rejection of the respondent’s response.

Prior to the Submission Deadline noted in the RFSQ timetable below, respondents that download this file and intend to respond are required to register their interest with the RFSQ Contact by emailing their company name and contact information to

Mrs Julie Trott, Business Analyst, email julie.trott@bps.bm.

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.

1.3 Prequalification Process

Responses will be evaluated in accordance with the evaluation process set out in Part 2 of the RFSQ. Based on the evaluation of responses, certain respondents will be selected for inclusion on a prequalified supplier list of suppliers that are eligible to participate in an invitational second-stage competitive process for the potential provision of the Deliverables to the Government. Joint submissions are acceptable however if a joint submission is made, the submission must clearly indicate which party will act as the prime contractor.

1.4 RFSQ Timetable

1.4.1 Key Dates

Issue Date of RFSQ	Tuesday October 29, 2024
No Pre-Bid / Site Meeting	N/A
Deadline for Questions	Tuesday November 05, 2024
Deadline for Issuing Addenda	Friday November 08, 2024
Submission Deadline	Tuesday December 03, 2024 04:00:00 PM
Rectification Period	3 business days
Anticipated Final Ranking	Friday, December 13, 2024

All times listed are in Bermuda local time. The RFSQ timetable is tentative only and may be changed by the Government at any time. For greater clarity, business days means all days that the Government is open for business.

1.4.2 Site Visit / Pre-Bid Meeting

There will be no Site Visit / Pre-Bid Meeting for this phase of the project.

1.5 Submission of Responses

1.5.1 Responses to be Submitted at the Prescribed Location

Responses must be submitted to:

Police Headquarters
Attention Mrs Julie Trott
Building #0471
Police Human Resources Building
Headquarters Hill
Prospect, Devonshire, DV02

Or Electronic mail (E-Mail) submissions are accepted at julie.trott@bps.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.

1.5.2 Responses to be Submitted on Time

Responses must be submitted at the location set out above on or before the Submission Deadline. Responses submitted after the Submission Deadline will be rejected.

A respondent may, at its option, email the RFSQ Contact prior to the Submission Deadline with delivery details, including the anticipated arrival time of its response. If a response does not arrive on or before the Submission Deadline, the Government may provide those respondents who have given such prior notice one additional business day to affect the delivery of their responses. The Submission Deadline will be deemed to be adjusted to the same time as specified in the Submission Deadline but on the following business day.

1.5.3 Responses to be Submitted in Prescribed Manner

Respondents shall submit 0 signed original hard copies of their response or one (1) electronic copy (e-copy) in Microsoft Word or Adobe PDF format. If both a hard copy and an e-copy of the response are submitted and there is a conflict or inconsistency between the hard copy and the e-copy of the response, the hard copy of the response will prevail.

The original and all copies of the response shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Respondent. This authorization shall consist of a written authorization and shall be attached to the Submission Form included in (Appendix B). The name and position held by each person signing the authorization must be typed or printed below the signature. An Electronic Record of Signature will be accepted in the submission only in accordance with the requirements laid out in the Electronic Transactions Act 1999. Any interlineation, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the response.

Responses are to be submitted in a sealed package prominently marked with the RFSQ title and number (see RFSQ cover) and will not be opened until Tuesday December 03, 2024 04:00:00 PM. The full legal name and return address of the respondent should be marked on the package as well

1.5.4 Amendment of Responses

Respondents may amend their responses prior to the Submission Deadline by submitting the amendment in a sealed package prominently marked with the RFSQ title and number and the full legal name and return address of the respondent to the location set out above. Any amendment should clearly indicate which part of the response the amendment is intended to amend or replace.

1.5.5 Withdrawal of Responses

At any time throughout the RFSQ process, a respondent may withdraw a submitted response. To withdraw a response, a notice of withdrawal must be sent to the RFSQ Contact and must be signed by an authorized representative of the respondent. The Government is under no obligation to return withdrawn responses.

[End of Part 1]

PART 2 – EVALUATION AND SELECTION

2.1 Stages of Evaluation

The Government will conduct the evaluation of responses in the following two stages:

2.2 Stage I – Mandatory Submission Requirements

Stage I will consist of a review to determine which responses comply with all of the mandatory submission requirements. If a response fails to satisfy all of the mandatory submission requirements, the Government will issue the respondent a rectification notice identifying the deficiencies and providing the respondent an opportunity to rectify the deficiencies. If the respondent fails to satisfy the mandatory submission requirements within the Rectification Period, its response will be rejected. The Rectification Period will begin to run from the date and time that the Government issues a rectification notice to the respondent. The mandatory submission requirements are set out in Section C of the RFSQ Particulars (Appendix B).

2.3 Stage II – Evaluation

Stage II will consist of the following two sub-stages:

2.3.1 Mandatory Technical Requirements

The Government will review the responses to determine whether the mandatory technical requirements set out in Section D of the RFSQ Particulars (Appendix B) have been met. Questions or queries on the part of the Government as to whether a response has met the mandatory technical requirements will be subject to the verification and clarification process set out in Part 3.

2.3.2 Rated Criteria

The Government will evaluate each qualified response on the basis of the rated criteria as set out in Section F of the RFSQ Particulars (Appendix B).

2.4 Ranking and Selection

Based on the evaluation of the responses in Stage II,

The top **(3)** three ranked respondents for each component (network and phone system refresh) will be shortlisted to participate in an invitational second-stage competitive process for procuring the deliverables. In the case of a tie in the eligible rankings, all tied respondents will be included in the shortlist.

2.5 Notification of Top-Ranked Respondents

The top-ranked respondents selected by the Government to be included in the prequalified supplier list will be so notified by the Government in writing. Each selected respondent will be required to satisfy the pre-conditions of award listed in Section E of the RFSQ Particulars (Appendix B) within the timeframe specified in the selection notice. Failure to do so may result in the disqualification of the respondent and the selection of another respondent.

[End of Part 2]

PART 3 – TERMS AND CONDITIONS OF THE RFSQ PROCESS

3.1 General Information and Instructions

3.1.1 Respondents to Follow Instructions

Respondents should structure their responses in accordance with the instructions in this RFSQ. Where information is requested in this RFSQ, any response made in a response should reference the applicable section numbers of this RFSQ.

3.1.2 Responses in English

All responses must be written in the English language only.

3.1.3 No Incorporation by Reference

The entire content of the respondent's response should be submitted in a fixed form, and the content of websites or other external documents referred to in the respondent's response but not attached will not be considered to form part of its response.

3.1.4 References and Past Performance

In the evaluation process, the Government may include information provided by the respondent's referees and may also consider the respondent's past performance or conduct on previous contracts with the Government or other institutions.

3.1.5 Information in RFSQ 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 this RFSQ or issued by way of addenda. Any quantities shown or data contained in this RFSQ or provided by way of addenda are estimates only, and are for the sole purpose of indicating to respondents the general scale and scope of the Deliverables. It is the respondent's responsibility to obtain all the information necessary to prepare a response in response to this RFSQ.

3.1.6 Respondents to Bear Their Own Costs

The respondent will bear all costs associated with or incurred in the preparation and presentation of its response, including, if applicable, costs incurred for interviews, travel or demonstrations.

3.1.7 Response to be Retained by the Government

The Government will not return the response or any accompanying documentation submitted by a respondent.

3.1.8 No Guarantee of Volume of Work or Exclusivity of Contract

This RFSQ process will not result in any commitment by the Government to purchase any goods or services from any respondent. While the Government intends to conduct an invitational second-stage competitive process for the procurement of the Deliverables, it is under no obligation to do so and the Government may choose not to proceed with a second-stage

competitive process for the procurement of the Deliverables. The Government makes no guarantee of the value or volume of Deliverables that may be required. Any agreement entered into pursuant to an invitational second-stage competitive process will not be an exclusive contract for the provision of the described Deliverables. The Government may contract with others for goods and services the same as or similar to the Deliverables or may obtain such goods and services internally.

3.1.9 Equivalency

When proprietary names, brands, catalogues or reference numbers are specified in the Deliverables, they are intended to set a minimum standard, and preference for any particular material or equipment is not intended. The respondent may offer material or equipment of similar characteristics, type, quality, appearance, finish, method of construction and performance and if doing so must disclose any difference in the characteristics, type, quality, appearance, finish, method of construction or performance of the material or equipment.

3.2 Communication after Issuance of RFSQ

3.2.1 Respondents to Review RFSQ

Respondents should promptly examine all of the documents comprising this RFSQ, and may direct questions or seek additional information in writing by email to the RFSQ Contact on or before the Deadline for Questions. No such communications are to be directed to anyone other than the RFSQ Contact. The Government is under no obligation to provide additional information, and the Government will not be responsible for any information provided by or obtained from any source other than the RFSQ Contact. It is the responsibility of the respondent to seek clarification from the RFSQ Contact on any matter it considers to be unclear. The Government will not be responsible for any misunderstanding on the part of the respondent concerning this RFSQ or its process.

3.2.2 All New Information to Respondents by Way of Addenda

This RFSQ may be amended only by addendum in accordance with this section. If the Government, for any reason, determines that it is necessary to provide additional information relating to this RFSQ, such information will be communicated to all respondents by addendum. All Addenda will be published online at <https://www.gov.bm/procurement-notice>. Each addendum forms an integral part of this RFSQ and may contain important information, including significant changes to this RFSQ. Respondents are responsible for obtaining all addenda issued by the Government. In the Submission Form (Appendix A), respondents should confirm their receipt of all addenda by setting out the number of each addendum in the space provided.

3.2.3 Post-Deadline Addenda and Extension of Submission Deadline

If the Government determines that it is necessary to issue an addendum after the Deadline for Issuing Addenda, the Government may extend the Submission Deadline.

3.2.4 Verify, Clarify and Supplement

When evaluating responses, the Government may request further information from the respondent or third parties in order to verify, clarify or supplement the information provided in the respondent's response. The information may include, without limitation, clarification with respect

to whether a response meets the mandatory technical requirements set out in Section D of the RFSQ Particulars (Appendix B). The response received by the Government shall, if accepted by the Government, form an integral part of the respondent's response. The Government may revisit, re-evaluate and rescore the respondent's response or ranking on the basis of any such information.

3.3 Notification and Debriefing

3.3.1 Notification to Other Respondents

Once the Agreement is executed by the Government and a respondent, the other respondents may be notified directly in writing of the outcome of the procurement process.

3.3.2 Debriefing

Respondents may request a debriefing after receipt of a notification of the outcome of the RFSQ process. All requests must be in writing to the RFSQ Contact and must be made within sixty (60) days of such notification.

3.3.3 Procurement Protest Procedure

If a respondent wishes to challenge the RFSQ process, it should provide written notice to the RFSQ Contact in accordance with the Government's Complaints and Disputes procedures. The notice must provide detailed explanation of the respondent's concern with the procurement process or its outcome.

3.4 Conflict of Interest and Prohibited Conduct

3.4.1 Conflict of Interest

For the purposes of this RFSQ, the term "Conflict of Interest" includes, but is not limited to, any situation or circumstance where:

- (a) in relation to the RFSQ process, the respondent has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to (i) having, or having access to, confidential information of the Government in the preparation of its response that is not available to other respondents; (ii) communicating with any person with a view to influencing preferred treatment in the RFSQ process (including but not limited to the lobbying of decision makers involved in the RFSQ process); or (iii) engaging in conduct that compromises, or could be seen to compromise, the integrity of the open and competitive RFSQ process or render that process non-competitive or unfair; or
- (b) in relation to the performance of its contractual obligations under a contract for the Deliverables, the respondent's other commitments, relationships or financial interests (i) could, or could be seen to, exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgement, or (ii) could, or could be seen to, compromise, impair or be incompatible with the effective performance of its contractual obligations.

3.4.2 Disqualification for Conflict of Interest

The Government may disqualify a respondent for any conduct, situation or circumstances determined by the Government, in its sole and absolute discretion, to constitute a Conflict of Interest as defined above.

3.4.3 Disqualification for Prohibited Conduct

The Government may disqualify a respondent or terminate any contract subsequently entered into if the Government determines that the respondent has engaged in any conduct prohibited by this RFSQ.

3.4.4 Prohibited Respondent Communications

Respondents must not engage in any communications that could constitute a Conflict of Interest and should take note of the Conflict of Interest declaration set out in the Submission Form (Appendix A).

3.4.5 Respondent Not to Communicate with Media

Respondents must not at any time directly or indirectly communicate with the media in relation to this RFSQ or selection of respondents pursuant to this RFSQ without first obtaining the written permission of the RFSQ Contact.

3.4.6 No Lobbying

Respondents shall not in relation to this RFSQ or the evaluation and selection process, engage directly or indirectly in any form of political action or other activity whatsoever to influence or attempt to influence Parliament, the Government, or to influence or attempt to influence any legislative or regulatory action, in the selection or evaluation of any respondent.

3.4.7 Illegal or Unethical Conduct

The proponent represents, warrants, and covenants that, in connection with activities performed under this Agreement or on behalf of the Government, the proponent has not and will not offer, promise, authorise, pay, or act in furtherance of an offer, promise, authorization, or payment of anything of value, directly or indirectly, to a Government Official (as hereinafter defined), political party or party official, candidate for political office, or official of a public international organisation, in order to obtain or retain business, to secure an improper advantage or benefit of any kind or nature to person(s) related, associated or linked to the Government Official, or to secure or influence discretionary action, inaction or a decision of a Government Official(s). For purposes of this proposal, the term "Government Official" shall mean and include any official, public officer or employee of the Government, as well as an official or employee in the judicial, legislative, or military, anyone acting in an official capacity for the Government, or any immediate family member of such persons. The proponent represents, warrants, and covenants that it has complied and will comply with *The Bribery Act 2016* and all other applicable laws of any relevant jurisdiction in connection with the performance of this Agreement. Without limiting the generality of the foregoing, the proponent represents, warrants, and covenants that it has not and will not take any action that would cause the Government or anyone acting on their behalf to violate or be subjected to penalties under *The Bribery Act 2016*, or the applicable anti-corruption laws of other countries.

The proponent acknowledges and agrees that in the event that the Government believes, in good faith, that the proponent has breached this section, the Government shall have the right to immediately withdraw and terminate this opportunity and terminate any or all other agreements with the proponent.

3.4.8 Past Performance or Past Conduct

The Government may prohibit a supplier from participating in a procurement process based on past performance or based on inappropriate conduct in a prior procurement process, including but not limited to the following:

- (a) illegal or unethical conduct as described above;
- (b) the refusal of the supplier to honour submitted pricing or other commitments; or
- (c) any conduct, situation or circumstance determined by the Government, in its sole and absolute discretion, to have constituted a Conflict of Interest.

3.4.9 No Collusion

Respondents must not engage in any collusion and must sign the certificate as set out in the Certificate of Confirmation of Non-Collusion (Appendix E).

3.5 Confidential Information

3.5.1 Confidential Information of the Government

All information provided by or obtained from the Government in any form in connection with this RFSQ either before or after the issuance of this RFSQ

- (a) is the sole property of the Government and must be treated as confidential;
- (b) is not to be used for any purpose other than replying to this RFSQ and the performance of any subsequent contract for the Deliverables;
- (c) must not be disclosed without prior written authorization from the RFSQ Contact; and
- (d) must be returned by the respondents to the Government immediately upon the request of the Government.

3.5.2 Confidential Information of Respondent

- (a) A respondent should identify any information in its response 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 as otherwise required by the *Public Access to Information Act 2010* ("PATI") or required by law or by order of a court or tribunal.
- (b) Respondents are advised that their responses will, as necessary, be disclosed on a confidential basis, to the Government's advisers retained to advise or assist with the RFSQ process, including the evaluation of responses. If a respondent has any questions about the collection and use of personal information pursuant to this RFSQ, questions are to be submitted to the RFSQ Contact.

- (c) The respondent is responsible to ensure that they comply with the *Personal Information Protection Act 2016* (“PIPA”), related to any information in the bidder’s custody, care or control.

3.6 Procurement Process Non-Binding

3.6.1 No Process Contract

This RFSQ is a request for responses only and participation in this RFSQ is not intended to create legal obligations between the Government and any of the respondents or their representatives. For greater certainty and without limitation:

- (a) Participation in this RFSQ will not give rise to any preliminary contract or collateral contract;
- (b) No respondent shall have any claim for any compensation of any kind whatsoever (whether in a contract, tort, law, equity or otherwise), as a result of participating in this RFSQ, and by submitting a response each respondent shall be deemed to have agreed that it has no claim against the Government;
- (c) The decision to award or not to award a contract to any respondent is at the discretion of the Government. The Government shall have no liability to any respondent with respect to the awarding of contract or the failure to award a contract to any respondent. Respondents acknowledge that the respondent that submits the response with the lowest price might not be awarded a contract.

3.6.2 No Legal Relationship or Obligation

No legal relationship or obligation regarding the procurement of any good or service will be created between the respondent and the Government by this RFSQ process.

3.6.3 Cancellation

The Government may cancel or amend the RFSQ process without liability at any time. Cancellation may occur, for example, if:

- (a) no qualitatively or financially worthwhile offer has been received or there has been no valid response at all;
- (b) the economic or technical parameters of the project have changed fundamentally;
- (c) exceptional circumstances or force majeure render normal implementation of the project impossible;
- (d) all offers exceed the financial resources available, or are otherwise inconsistent with the principles of economy, efficiency and effectiveness; or
- (e) irregularities require cancellation in the interest of fairness.

The publication of a procurement notice does not commit the Government to implement the programme or project announced.

3.7 Governing Law and Interpretation

The Terms and Conditions of RFSQ Process (Part 3)

- (a) are intended to be interpreted broadly and separately (with no particular provision intended to limit the scope of any other provision);
- (b) are non-exhaustive and will not be construed as intending to limit the pre-existing rights of the parties to engage in pre-contractual discussions in accordance with the common law governing direct commercial negotiations; and
- (c) are to be governed by and construed in accordance with the laws of Bermuda applicable therein.

[End of Part 3]

APPENDIX A – SUBMISSION FORM

1. Respondent Information

<p>Please fill out the following form, naming one person to be the contact for this RFSQ response and for any clarifications or communication that might be necessary.</p> <p>If the company is incorporated and registered, then a Certificate of Incorporation and a Certificate of Incumbency is required and must be submitted with the Submission Form.</p> <p><u>Declaration of Interest:</u> The respondent shall provide details of its ownership and/or managerial structure upon request from the Government. The respondent shall also provide a statement of whether or not it has any relevant and material interest relevant to the provision of Service. Such statement shall be provided at least annually or if there is any change in the interest of the respondent.</p>	
Full Legal Name of Respondent or Personal/Given Name:	
Representative Name (Person with Signing Authority) / Title:	
Any Other Relevant Name under which Respondent Carries on Business:	
Street Address:	
City, Province/State:	
Postal Code:	
Country:	
Phone Number:	
Respondent's Social Insurance Number issued by the Government of Bermuda:	
Respondent's Payroll Tax Number issued by the Government of Bermuda:	
Respondent's Registration Number issued by the Bermuda Registrar of Companies (if incorporated):	
Company Website (if any):	
Respondent Contact Name and Title:	
Respondent Contact Phone:	
Respondent Contact Fax:	
Respondent Contact Email:	

2. Acknowledgment of Non-Binding Procurement Process

The respondent acknowledges that this RFSQ process will be governed by the terms and conditions of the RFSQ and that, among other things, such terms and conditions confirm that this procurement process does not constitute a formal, legally binding bidding process (and for greater certainty, does not give rise to a Process Contract) and that no legal relationship or obligation regarding the procurement of any good or service will be created between the Government and the respondent unless and until the Government and the respondent execute a written agreement for the Deliverables pursuant to a subsequent invitational second-stage procurement process.

3. Ability to Provide Deliverables

The respondent has carefully examined the RFSQ documents and has a clear and comprehensive knowledge of the Deliverables required. The respondent represents and warrants its ability to provide the Deliverables in accordance with the requirements of the RFSQ.

4. Addenda

The respondent is requested to confirm that it has received all addenda by listing the addenda numbers, _____ to _____ (if applicable) issued by the Government, or if no addenda were issued by the Government write the word "None". The onus is on respondents to make any necessary amendments to their responses based on the addenda. The respondent confirms it has read, received and complied with these addenda. Respondents who fail to complete this section will be deemed to have received all posted addenda.

5. No Prohibited Conduct

The respondent declares that it has not engaged in any conduct prohibited by this RFSQ.

6. Conflict of Interest

Respondents must declare all potential Conflicts of Interest, as defined in section 3.4.1 of the RFSQ. This includes disclosing the names and all pertinent details of all individuals (employees, advisers, or individuals acting in any other capacity) who (a) participated in the preparation of the response; **AND** (b) were employees of the Government within twelve (12) months prior to the Submission Deadline.

If the box below is left blank, the respondent will be deemed to declare that (a) there was no Conflict of Interest in preparing its response; and (b) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFSQ.

Otherwise, if the statement below applies, check the box.

- The respondent declares that there is an actual or potential Conflict of Interest relating to the preparation of its response, and/or the respondent foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the RFSQ.

If the respondent declares an actual or potential Conflict of Interest by marking the box above, the respondent must set out below details of the actual or potential Conflict of Interest:

7. Disclosure of Information

Any information collected or used by or on behalf of the Government 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.

Signature of Witness

Signature of Respondent Representative

Name of Witness

Name of Respondent Representative

Title of Respondent Representative

Date

I have the authority to bind the respondent.

SAMPLE CERTIFICATE OF INCUMBENCY

The undersigned being the Secretary of the company as named below (the "Company"), a company duly organised and existing under the laws of the Islands of Bermuda and having its registered office as set out below DO HEREBY CERTIFY that the following is a true and correct listing of the Directors and Officers of the Company in full force and effect as of the date hereof.

DIRECTORS

List

ALTERNATE DIRECTORS

List

OFFICERS

List

IN WITNESS WHEREOF I have hereunto set my signature in accordance with the Bye-Laws of the Company.

Company Name:

Date:

Secretary/Director

APPENDIX B – RFSQ PARTICULARS

A. THE DELIVERABLES

1. Network Switches Refresh

Refresh core, distribution, and access layer switches across all locations of the Bermuda Police Service (BPS).

a. Hardware and Software Procurement

- Supply all required network hardware, including new core and distribution switches, routers, and any additional networking equipment needed for the upgrade.
- Deliver the latest versions of network management software, firmware, and operating systems compatible with the new infrastructure.
- Switches must have a redundant power supply.
- Network Advantage licensing or equivalent and be compatible.

b. Installation and Configuration

- Complete physical installation of all new network hardware at all BPS locations.
- Configure all devices according to the agreed network design, ensuring proper routing, switching, and VLAN segmentation where necessary.
- Ensure integration with the existing IP Unified Communications Manager (UCM) desk phone system if the phone upgrade is included.

c. Network Security Enhancements

- Implement advanced security features such as firewalls, intrusion detection/prevention systems (IDS/IPS), and access control policies.
- Ensure the network complies with industry-standard security frameworks, incorporating features like encryption, secure VLANs, and multifactor authentication.

2. IP Unified Communications Manager (UCM) desk phone system upgrade

a. Unified Communications Manager Upgrade

- The BPS is currently using Cisco UCM version 11.5.1. Vendors proposing a Cisco replacement must include version 14 or greater in their proposals ensuring compatibility with modern features and security enhancements. We also welcome bids for alternative equipment options.

b. IP Phone Replacement

- The BPS requires a full replacement of all IP phones currently in use, which include Cisco IP 7900 and 8800 series models. Proposals should offer either updated Cisco models or alternative equipment that delivers advanced features and improved performance.

c. Compatibility and Integration

- The upgraded UCM must seamlessly integrate with existing systems and infrastructure, including the upgraded network switch infrastructure.
- Ensure compatibility with any third-party applications or services currently used by the Bermuda Police Service (BPS). i.e., Cisco WebEx, Any Connect, Microsoft Teams.

d. Enhanced Features

- The new desk phone system should include advanced features such as:
 - High-definition (HD) voice quality.
 - Support for video conferencing and collaboration tools.

e. Additional Considerations

- Ensure that the upgrade is compliant with any relevant industry standards

B. MATERIAL DISCLOSURES

Confidentiality and Non-Disclosure Agreement (NDA)

The successful respondent will be required to ensure that all personnel involved in the execution of the project sign a Non-Disclosure Agreement (NDA) prior to commencing any work. This is to safeguard the confidentiality of sensitive information and ensure that all proprietary, operational, and security-related data of the Bermuda Police Service (BPS) is protected.

The NDA must be executed by all project staff, including subcontractors or third-party personnel, as a mandatory condition before any access to BPS systems, data, or facilities is granted. Failure to comply with this requirement will result in delays or suspension of the project until all NDAs are properly executed and submitted to BPS.

Security Vetting

Please note that all employees assigned to the contract(s), including subcontractors or third-party personnel, by the successful respondent will be subject to an internal vetting process conducted by the Bermuda Police Service (BPS).

C. MANDATORY SUBMISSION REQUIREMENTS

1. Submission Form (Appendix A)

Each response must include a Submission Form (Appendix A) completed and signed by an authorized representative of the respondent.

2. Certificate of Confirmation of Non-Collusion (Appendix E)

Each response must include a Certificate of Confirmation of Non-Collusion Form (Appendix E) completed and signed by an authorized representative of the respondent.

3. Company Certificate of Incorporation

A signed copy of the Certificate of Incorporation must be included for respondents that are companies/corporations.

4. Certificate of Incumbancy

A copy of the Certificate of Incumbancy must be included for respondents that are companies/corporations.

5. Other Mandatory Submission Requirements

Prequalification Standards for Vendor Selection

To be considered for prequalification in this Request for Supplier Qualification (RFSQ) for the Bermuda Police Service (BPS) network infrastructure and/or IP Unified Communications Manager (UCM) desk phone system upgrade, vendors must submit the following documentation based on the project component(s) they are bidding for:

Company Profile:

- A brief overview of the company, including years in business, organizational structure, and relevant experience in providing network infrastructure and/or telephony solutions.

Project Team Qualifications:

- Resumes and qualifications of key personnel involved in the project.
- Relevant certifications and experience in implementing network infrastructure and/or telephony systems, depending on the scope of the bid.

Previous Experience:

- Examples of similar projects completed within the last five years.
- Client references, project scope, and outcomes for each project relating to network infrastructure and/or telephony solutions within the last 3 - 5 years.

Implementation Plan and Timeline:

- A high-level implementation plan, including phases, milestones, and a proposed timeline for the completion of the network infrastructure and/or IP UCM desk phone system upgrade.
- Strategy for minimizing disruption to BPS operations during installation and migration.

Letter of Good Financial Standing

Vendor must provide a letter of good financial standing from a recognized financial institution confirming the company's financial stability.

Cybersecurity Compliance

The successful respondent must ensure full compliance with BPS cybersecurity standards. This includes ensuring that all project personnel adhere to security protocols when accessing BPS systems or handling BPS data. Respondents must outline their cybersecurity practices and how they will protect BPS's systems from potential cyber threats.

Furthermore, respondents should detail their incident response procedures, including how they will report, contain, and mitigate any data breaches or security incidents that occur during the project.

Data Protection and Privacy

Respondents must clearly outline how project-related data, especially sensitive or confidential information, will be stored, transmitted, and accessed. This includes the use of encryption, secure servers, and controlled access measures to prevent unauthorized access to BPS data.

Additionally, respondents should describe how they plan to securely dispose of all BPS-related data upon project completion or termination to ensure no residual risk of data exposure.

D. MANDATORY TECHNICAL REQUIREMENTS

Partnership and Certification Level

Vendors must be certified as either a Cisco Gold or Premier Partner (or equivalent for the proposed network equipment) to ensure technical proficiency and access to manufacturer-level support. For the IP desk phone system, vendors must be authorized resellers or certified installers of Cisco Unified Communications Manager (UCM) or a compatible solution.

Certified Engineers

Vendors must employ certified network engineers (e.g., CCNP, CCIE for Cisco solutions or equivalent certifications for other proposed systems) with proven experience in deploying and supporting large-scale network infrastructure and telephony systems.

E. PRE-CONDITIONS OF AWARD

1. Financial Checks

Prior to awarding a contract to the selected respondent, the contracting department will perform financial checks to confirm whether the respondent is delinquent in making payments to the Government for Social Insurance contributions, Payroll Tax or any other debt recorded by the Accountant General's Debt Collection Section, and will perform a check with the Bermuda Registrar of Companies to confirm whether the respondent is a proper legal entity that is in good standing.

F. RATED CRITERIA

The following sets out the categories, weightings and descriptions of the rated criteria of the RFSQ. Respondents who do not meet a minimum threshold score for a category will not proceed to the next stage of the evaluation process.

#	Category	Weighting (%)	Threshold
1	Experience, Capabilities and Qualifications	40	30
2	Financial Analysis	10	N/A
3	Social, Economic and Environmental (Local Benefits)	30	N/A
4	Relevant Projects and References	20	N/A
Total Points		100	

1. Experience, Capabilities and Qualifications

The evaluation will focus on the vendor's experience with similar projects, particularly in upgrading network infrastructure and the IP Unified Communications Manager (UCM) desk phone system. Key considerations include:

- **Past Performance:** Review the vendor's track record, certifications, and expertise in delivering scalable, resilient, and secure network and telephony solutions.
- **Relevant Experience:** Assess the vendor's experience working with organizations of similar size or governmental bodies.

During the evaluation of each response, the following questions will be considered:

1. Does the respondent clearly demonstrate the ability to meet the Government's requirements for both the network infrastructure and the IP UCM desk phone system upgrade?
2. Did the respondent provide evidence of experience with projects of similar scope and complexity?
3. How has the vendor performed on previous Government projects?
4. Are there enough personnel with the requisite skills available to fulfill the service requirements for both components?
5. Does the respondent provide evidence of having sufficient, suitably experienced resources to complete the potential work?
6. Were the references provided by the respondent positive about their experiences with the contractor/vendor/supplier, and would they consider using their services again?

2. Financial Analysis

The Government will perform financial checks with the Office of the Tax Commissioner, the Accountant General's Debt Collection Office, the Department of Social Insurance and the Ministry of Public Works to ensure all respondents are up to date with their respective debts to the Government.

The following question will be considered when each Response is evaluated:

- Does the respondent have outstanding Government debt?

3. Social, Economic and Environmental (Local Benefits)

Social, Environmental & Economic (Local benefits), will be considered when Responses are evaluated:

- Percentage of Bermudians employed by the respondent;
- Is the respondent is a specified business;
- Does the respondent use specified businesses in their supply chain?
- Does the respondent use specified businesses as subcontractors?
- Does the respondent offer evidence of (i) providing mentoring, apprenticeships or training opportunities for Bermudians, or (ii) being willing to offer them?
- Does the respondent have (i) a safety and health policy; (ii) a sustainable goods and/or services policy; and (iii) an environmental policy?

See Annex A - Local Benefits

4. Relevant Projects and References

Relevant Projects and References

Each proponent is requested to provide three (3) references from clients who have obtained goods or services similar to those requested in this RFP from the proponent in the last three (3) years.

The following questions will be considered when each proposal is evaluated: -

- Does the proponent have a previous relevant and positive experience in planning and completing projects of this type and scope?
- Does the proponent have prior experience in working with public sector organizations?

See Annex B - Company Profile Form

APPENDIX C – CERTIFICATE OF CONFIRMATION OF NON-COLLUSION

Notes for the respondents

The essence of Open Tendering is that the Government of Bermuda shall receive bona fide competitive response from suitably qualified persons or entities. In recognition of this principle, each person or entity that submits a response will be required, by way of the signature of a duly authorized representative of the company, to confirm that the response has been submitted without any form of collusion.

All respondents must complete and sign a Certificate of Confirmation of Non-Collusion. Any proposals submitted which do not include a signed copy of the Certificate will be wholly rejected and will not be included in the evaluation process.

If it is later found that the undertakings made below have been breached at any stage of the procurement process, then the respondent will be expelled from the process immediately. In the event that this is discovered after a contract award, legal action may be taken against the respondent and/or any party involved in the matter.

Any respondent that submits false information in response to this Request for Supplier Qualifications (RFSQ), and any other person or entity involved in collusion, may be excluded from competing for future contracts tendered by the Government of Bermuda.

Confirmation of non-collusion

I/We certify that this is a bona fide proposal, intended to be competitive and that I/We have abided by the terms and conditions related to this tender and that I/We have not fixed or adjusted the amount of the proposal or the rates and prices quoted by or under or in accordance with any agreement or arrangement with any other person.

I/We confirm that we have not received any information, other than that contained within the RFSQ pack, or supplementary information provided to all respondents.

I/We also certify that I/We have not done and undertake that I/We will not do at any time any of the following acts:

- (a) communicating to a person other than the RFSQ Contact the amount or approximate amount of my/our proposed response (other than in confidence in order to obtain quotations necessary for the preparation of the response for insurance);
- (b) entering into any agreement or arrangement with any other person that he shall refrain from competing or as to the amount of any proposal to be submitted; or
- (c) offering or agreeing to pay or give or paying any sum of money, inducement, gift /hospitality or valuable consideration directly or indirectly to any person in relation to this procurement.

By signing this document, I/we have read and agree to its terms and conditions.

(1) _____ Title _____ Date _____

(2) _____ Title _____ Date _____

for and on behalf of _____