



**Addendum #1**

17 July 2020

Dear Respondents,

The following addendum supersedes information contained in the RFQ to the extent referenced.

This Addendum forms part of the RFQ documents and will be subject to all of the conditions set out in the contract conditions. Acknowledge receipt of this Addendum in the space provided on the Submission Form when bidding.

Addendum #1 contains three (3) pages.

**Part 1 Invitation and Submission Instructions**

**Bidder's Questions (Q) and Government's Responses (R).**

**Q1** For gov.bm, are you basically looking at the compliance around the security, risks, etc. or are you looking at making structural changes to the website?

**R1** Factors of compliance and risk management would be included. But the RFP considers structural changes to the site to improve information architecture and structural changes to improve user experience.

**Q2** Are you seeking to structural changes of the website?

**R2** Yes, the Government seeks to improve information architecture and user experience.

**Q3** Will you give access to the back end?

**R3** While access requirements would have to be assessed, access could be given to the development and/or staging environment.

**Q4** Are the forms already in existence or e-forms will have to be created? Are you looking to connect the gov.bm to other platform/systems the government is using?

**R4** Some forms are already in existence along with the development of e-forms using DNN (DotNetNuke), the primary platform we are developing on. The system is hosted on premise.

**Q5** We assume the qualified vendor needs to perform an independent and comprehensive review of the information architecture of gov.bm portal only. Assessment of external systems which have already integrated with this portal (gov.bm) are outside the scope for this engagement. Please confirm our understanding.

**R5** Assessment is only for the Gov.bm portal.

**Q6** Are we able to have a call to walk through our proposal shortly after the submission date?

**R6** No.



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- Q7** The term of the agreement is to be for a period of no number of days or weeks identified. Can you please clarify?
- R7** Eight weeks total. See Q10
- Q8** We request a review of the submission deadline and grant extension by at least 2 weeks from the date of release of final issuance of addenda.
- R8** An extension of the deadline cannot be granted.
- Q9** Is it possible to obtain an update on how our submission is ranked against other proponents at the conclusion of the bid period?
- R9** Proponents may request a debriefing after receipt of a notification of the outcome of the procurement process. All requests must be in writing to the RFP Contact and must be made within sixty (60) days of such notification.
- Q10** This engagement has three major deliverables,  
1. Plan and Work Schedule - 2 weeks after the kick-off meeting  
2. Current State Analysis Document  
3. Enterprise Architect Services Final Report  
Can you please share the delivery timeline expectation for the second and third deliverable as well?
- R10** Two weeks for each deliverable 2 and 3. An extra week can be accepted.
- Q11** We understand that the current state assessment will be limited to gov.bm and Department of Information and Digital Technologies. No other department visit or assessment is required. Please confirm.
- R11** This is up to the discretion of the vendor.
- Q12** Can you please elaborate on "Primary Account Representative's information and an average number of accounts of the representative are to be assigned to the account" criteria?
- R12** Kindly ignore this section. Only qualification and experience details of principal consultants are required.
- R13** Based on the category and weightage, our understanding is selection/evaluation will be done based on QCBS method and Technical weightage is 70% and Financial is 30%. Please confirm.
- R13** There is a mandatory rating for Social, Economic and Environmental factors as well.
- Q14** Can you please explain the meaning of "specified business"?
- R14** A Specified Business" means a Bermudian-owned and owner-operated business enterprise with such characteristics as the Bermuda Economic Development Corporation may determine and  
(A) gross annual sales of less than one million dollars, or an annual payroll of less than five hundred thousand dollars; or  
(B) at least three of the following attributes:  
(i) gross annual revenue of between \$1,000,000 and \$5,000,000;



**GOVERNMENT OF BERMUDA**  
The Premier's Office  
Department of Information and Digital Technologies

Request for Proposal: Information Architecture

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- (ii) net assets of less than \$2,500,000;
- (iii) an annual payroll of between \$500,000 and \$2,500,000;
- (iv) between a minimum of 11 and a maximum of 50 employees; and (v) been in operation for a minimum of 10 years.

**Q15** We understand that there is no requirement of training and capacity building. Please confirm.

**R15** A knowledge transfer is expected with the teams that will implement the solution.

END OF ADDENDUM #1

**Note: Amendment/addenda 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.**