



GOVERNMENT OF BERMUDA

**Job Evaluation Methodology for the
Bermuda Public Service**

The Cabinet Office
Department of Employee and Organizational Development

Addendum #1

10 March 2023

Dear Respondents,

The following Addendum supersedes the 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.

Addendum #2 contains five (5) pages.

Part 1 Invitation and Submission Instructions

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

Q1. Please could you specify the number and names of Functions / Departments / Units to be included in the scope of this Job Evaluation Methodology?

R1

Ministry	Department
1. Public Works	1. Ministry HQ (Headquarters)
	2. Works & Engineering
	3. Public Lands & Buildings
	4. Department of Parks
	5. Ministry HQ
2. Social Development and Seniors	6. Child and Family Services
	7. Ministry HQ
3. Legal Affairs & Constitutional Reform	8. Attorney General's Chambers
	9. Court Services
	10. Judicial
	11. National Drug Control
	12. Director of Public Prosecution
	13. Ministry HQ & Bermuda College
4. Education	14. Department of Education
	15. Libraries and Archives
	16. Ministry HQ
5. Transport	17. Transport Control
	18. Marine & Ports
	19. Public Transportation
6. Finance	20. Ministry HQ
	21. Accountant General



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Ministry	Department
7. Cabinet Office	22. Social Insurance 23. Tax Commissioner 24. Registrar of Companies 25. Customs 26. Head 09 (London Office, Brussels office, DC Office) 27. Employee and Organizational Development 28. Information and Digital Technologies 29. Post Office 30. Office of Project Management and Procurement
8. Home Affairs	31. Communications 32. HQ 33. Energy 34. Registry General 35. Environment & Natural Resources 36. Planning 37. Land Valuation
9. Youth, Culture & Sports	38. Land Title and Registration 39. HQ 40. Community and Cultural Affairs 41. Youth Sports & Recreation
10. Health	42. HQ 43. Department of Health 44. Health Insurance
11. National Security	45. HQ 46. Bermuda Police Service 47. Fire and Rescue Services 48. Corrections 49. Royal Bermuda Regiment
12. Labour & Economy	50. HQ 51. Statistics 52. Financial Assistance 53. Immigration 54. Workforce Development 55. Labour 56. Economic Development Department

Q2 In the request of the proposal it was mentioned, that there are close to 5000 Full-Time Equivalent (FTE) public officers in the Government of Bermuda. Could you please specify the total number of job roles?

R2 Approximately forty-six (46) job roles.



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- Q3 Which, and how many, key stakeholders (e.g. Heads of Functions / Departments / Units within the Government of Bermuda, Union representatives etc.) will be involved in designing the Job Evaluation Methodology?
- R3 The key stakeholders directly involved in the designing of the Job Evaluation Methodology are:
- The Management Consulting Services of the Department of Employee and Organizational Development (Project Manager)
 - The Head of the Public Service
 - Deputy Head of the Public Services
 - Financial Secretary
 - Chief Employee and Organizational Development Officer
- Q4 Please could you specify the level of involvement of Unions in the designing of the Job Evaluation Methodology?
- R4 The various Unions will be kept informed by the Project Sponsor and/or Manager about the job evaluation methodology design throughout the engagement.
- Q5 Please confirm that this RFP is only focusing on the design of the Job Evaluation Methodology, and not using the methodology to evaluate the job roles.
- R6 The RFP focuses on the design, evaluation of job roles, and the development of an associated and appropriate wage structure for the roles evaluated.
- Q7 Is there a preference to have this solution hosted and managed by a third party or does the government prefer to self-manage the solution moving forward?
- R7 There is a preference (not a requirement) to have the solution hosted by a third party.
- Q8 Does the government require to own the IP of this solution, or prefer a managed services contract for the product that is produced?
- R8 Government does not require to own the IP of this solution.
- Q9 Does the data need to be stored in Bermuda or can it be stored off-island in a secure hosting facility or private cloud?
- R9 The preference is for the data to be stored in Bermuda. However, if the data is stored in an off-island secure hosting facility or private cloud, the vendor would need to, via a Vendor Risk Assessment, provide evidence that they possess the capabilities, resources, and financial stability to maintain the system with adequate security level on an ongoing basis.
- Q10 Is there a preference for a cloud hosting provider that will factor into the KDC such as Amazon/Microsoft?



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- R10 No.
- Q11 Do we need to adapt to current government security access policies? If so, what are these policies and requirements?
- R11 Strong cryptographic protections must be maintained in compliance with some industry standards (e.g.: NIST FIPS, NSA, ISO). The vendor would also be subject to a Vendor Risk Assessment to identify any risks that could arise from the relationship with the vendor in relation to privacy and security.
- Q12 On page 24 of the RFP, you mentioned feasibility studies and business plan experience are required, how does this align to the project?
- R12 Feasibility study and business plan experience demonstrates that the vendor can identify potential risks and challenges that may arise during a project. By having experience in conducting feasibility studies/developing business plans, the vendor can anticipate these risks and develop strategies to mitigate them. Having this experience also enables a vendor to accurately evaluate the viability of a project and make informed decisions, and develop realistic timelines and budgets for a project.
- Q13 Please share the main benefits and pain points of the two job evaluation tools in place today.
- R13 One of the job evaluation tools is old (as stated in the RFP), and may not be appropriate for contemporary roles in the Public Service and the second (newer) tool was implemented for posts in one department only. The goal of the chosen methodology is to implement one job evaluation tool for all government posts.
- Q14 Has a budget been agreed for this project?
- R14 Details of the budget will not be provided at this point in time.
- Q15 We noticed that the Social, Economic, and Environmental category makes up 30% of the weighting. The RFP seems to suggest that we could subcontract to local businesses to meet that requirement. Are you able to make recommendations or point us in the right direction?
- R15 It is not an issue if locally registered businesses are engaged for specific work under a separate contract with a primary vendor. That the primary (overseas) vendor is the single responsible party in the contract Agreement with the Government.
- Q16 Is this RFP a re-advertisement of the Request for Information No.: 2022-09-DEOD, which we sent you our proposal on 23 September 2022?
- R16 An RFI is used to gather general information and feedback from potential vendors. It is often used in the early stages of a project to help the organisation understand the capabilities and



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offerings of the market. An RFP, on the other hand, is used to solicit detailed proposals from vendors that meet specific project requirements. Also, an RFI typically has a broader scope than an RFP. It may ask vendors for information about their products, services, experience, and capabilities, but it does not usually require detailed proposals or pricing information. An RFP, on the other hand, typically has a narrow scope and specific requirements that vendors must meet.

END OF ADDENDUM #2

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.