



GOVERNMENT OF BERMUDA
The Cabinet Office
Management Consulting Section

Request for Quotation (Digitalisation of
Government Services)

Addendum #1

31st of October, 2019

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.

This Addendum #1 contains three (3) pages.

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

- Q1** We are registered and headquartered outside of Bermuda and have our global presence in 9 locations, will it be possible for us to participate without Bermuda Social Insurance/Payroll tax numbers? Will we be able to produce the equivalent certifications/documents to justify our participation?
- R1** Being registered in Bermuda is not required. We can reserve the right to conduct verifications in other jurisdictions including domicile of a company for entities not registered in Bermuda. Overseas companies are responsible for paying taxes in their jurisdiction.
- Q2** Will this project can be executed in Government of Bermuda premises, or at the vendor location?
- R2** The project will be executed in Bermuda.
- Q3** Are companies outside of Bermuda allowed to participate in RFI?
- R3** Yes.
- Q4** What is the volume of records to be digitised and the expected project value/budget?
- R4** The volume of documents to be digitised is approximately 37,370 cubic feet of records. Disclosing the value/budget would prejudice the procurement rules.
- Q5** The RFI refers to a Document Management System and Record Management system only. Can we receive clarity on whether and which of the existing government services papers have been scanned already? If not, what is the plan for scanning existing papers to digital format?



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- R5** The system should search, share, and seamlessly connect records to other applications. A large majority of documents have not been scanned. The Government is seeking a plan, through this RFI, to scan existing papers.
- Q6** Which departments need to access these records using the expected software application? How many users are expected to use this system?
- R6** All of Government departments will need access to these records with approximately 2000 users.
- Q7** Do you intend to have a Centralized Document Management system or Decentralized document management system?
- R7** The conversion shall be centralised while the storage shall be decentralised.
- Q8** How will users connect to digitise images through the intended software application?
- R8** Vendors are expected to provide/offer solutions regarding connecting users via a software application.
- Q9** How many services the government intend to Digitize?
- R9** The Government is unable to provide an answer until an assessment is made of the entire ecosystem.
- Q10** Are there any existing digitised records?
- R10** Yes.
- Q11** What departments are the records to be digitised for?
- R11** All departments' records are expected to be digitised.
- Q12** What is the current condition of the documents?
- R12** The current condition of the documents vary from well-maintained to poorly maintained.
- Q13** How old are the archived physical records?
- R13** The archived physical records are between 1 day old to 120 years old.



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Q14 What data is expected to be recorded in the system?

R14 Any data that is included on the form.

Q15 How is the data expected to be retrieved?

R15 The vendor is expected to provide a solution as to how the data is to be retrieved.

Q16 Where will the software be hosted? Eg. In-country or overseas? Data-center or cloud?

R16 In-country or a cloud in a jurisdiction approved by the Government of Bermuda.

Q17 Are the physical documents required post digitisation as part of Record Management System?

R17 Yes.

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.