



## **ADDENDUM NO. 2**

**9<sup>th</sup> September 2020**

In response to questions raised by Potential Bidders the attention of Proponents submitting proposals for the Project is called to the following ADDENDUM to the REQUEST FOR PROPOSAL PACKAGE:

### **Item 1 – 1.5 RFP Timetable**

For clarification:

Submission Deadline is Friday 11<sup>th</sup> September 2020

Anticipated Ranking of Proponents Friday 18<sup>th</sup> September 2020

Anticipated Execution Date Monday 12<sup>th</sup> November 2020

### **Item 2 – Answer to Question**

**Question:** Under the section entitled "Industry Benchmarking", it states that recent undertakings related to the Energy Utility for the Government of Bermuda should be referenced. Please clarify the nature of these undertakings and kindly provide a brief outline of these undertakings?

**Answer:** The Government of Bermuda recently completed a regulatory structure undertaking for energy services. It is anticipated that the approach and recommendations under this previous project will provide valuable reference. Under the work plan, provision should be made to review the energy regulatory structure project and determine relevant reference and benchmark information.

### **Item 3 – Answer to Question**

**Question:** Under the section entitled "Draft Cabinet Submission to Inform on Project Conclusions ", it states that the proponent is expected to draft the Bermuda Government Cabinet Submission and coordinate with the Bermuda project team . Please clarify whether and to what extent is the proponent required to engage in the principal drafting role of the Cabinet Submission versus the provision of key information to assist the Government team with the drafting of the Cabinet Submission?

**Answer:** The Government of Bermuda team will be ultimately responsible for final drafting and coordination of the cabinet submission. The proponent is required to provide key information and support the drafting of the cabinet submission.

**Item 4 -Answer to Question**

**Question:** under section entitled “Draft Cabinet Submission to Inform on Project Conclusions ” , it states that the Cabinet Submission should adhere to requirements of the Government of Bermuda for Cabinet Submissions . Could someone on the Government team please provide a copy of the requirements of the Government of Bermuda for Cabinet Submissions?

**Answer:** Attached is a sample document used for training only.

**END OF ADDENDUM #2**

# CABINET MEMORANDUM TEMPLATE

[Paper size: 8 1/2 x 14"]

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Copy No. \_\_\_\_\_

FOR INFORMATION/ DISCUSSION/DECISION [*delete as appropriate*]

Cabinet Memorandum  
No.

**Short Title of Memorandum**

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**Memorandum by the Minister of** [*insert Ministry*]

[*Times New Roman, 12 point font used throughout*]

\_\_\_\_\_ [Left margin 1.25 " Remember to add a horizontal line where annexes are first mentioned]

Introduce the policy and identify the problem or issue to be addressed, providing evidence of its significance and explaining why and how it has arisen. If the memorandum deals with an issue that has been discussed by Cabinet previously, reference the relevant documentation or Cabinet conclusion.

2. Identify the objectives of the proposal, detailing how it will address the stated problem and any benefits that may be derived in the long run.
3. Present the policy options considered, illustrating their strengths, weaknesses and costs. Specify which is the recommended option and why. Report the results of any cost-benefit analysis and include an assessment of value for money.
4. Describe the consultation you have undertaken, indicating the positions of key stakeholders within and outside of Government. This section should indicate which Ministries support or oppose the policy. Say how concerns raised have been taken into account and whether the policy has public support.
5. Describe implementation, i.e. what the next steps are and who is responsible for carrying them out. State any further involvement required of Ministers. Specify whether and how a follow-up report back on progress will be given to Cabinet.
6. Address any presentational considerations of the policy, identifying how and when the policy will be announced. Note any potential for negative perception and suggest steps to counter this.
7. Where appropriate, note that the Minister of Finance has been consulted and, for example, is content that the cost can be met from the current allocation.
8. Where appropriate, note that the Attorney General has been consulted and is content that there are no legal implications that impact on the proposal.

9. Where appropriate, note that the Minister for Works and Engineering has been consulted and is content that any requests for additional accommodation can be met.

10. Where the policy is cross-Ministry or it is otherwise relevant to do so, note that the CPU has been consulted.

11. Summarize the recommendation:  
Accordingly, Cabinet is invited to:

- (i) approve...;
- (ii) take note of ... ; and
- (iii) authorize the Minister of XX to e.g. issue drafting instructions to the Attorney General's Chambers/ table the report on X in the House of Assembly on Y date/ enter into discussions with X to achieve Y... .

*[Minister initials]*

Date:

File: