



Cabinet Office

Department of Employee and Organizational Development (DEOD)

Request for Information

For

Job Evaluation Methodology for the Bermuda Public Service

Request for Information No.: 2022-09-DEOD

Issued: Friday September 9, 2022

Submission Deadline: Friday September 23, 2022 05:00:00 PM AST

1. Introduction

This Request for Information (“RFI”) is issued by the Government of Bermuda (the “Government”) through the Cabinet Office and is requesting information from interested parties for the purposes of gathering information about the marketplace in order to assist in the determination of future purchasing options or requirements. Respondents are asked to respond to the Government and provide the information requested below.

2. RFI Timetable

Issue Date of RFI	Friday September 9, 2022
No Pre-Bid / Site Meeting	
Deadline for Questions	Wednesday September 14, 2022
Deadline for Addenda	Friday September 16, 2022
Submission Deadline	Friday September 23, 2022 05:00:00 PM

All times listed are in Atlantic Standard Time (AST). The RFI timetable is tentative. It may be changed by the Government at any time, and the Government may choose to waive or extend the Deadline for Questions, Deadline for Addenda, and/or the Submission Deadline.

3. Background

This Request for Information (“RFI”) is issued by the Government of Bermuda (the “Government”) through The Cabinet Office, requesting information from interested service providers for the purposes of gathering information about the available solutions for possible future purchasing options or requirements. Respondents are asked to respond to the Government and provide the information requested below.

The Government of Bermuda is working toward, “The Public Service being an employer of choice, where talented individuals are rewarded fairly and valued over the long term into retirement for their contributions to enhance the lives of Bermudians.” This is being operationalized through a number of strategies, one of which is the compensation strategy. A key aspect of the compensation strategy is the determination of the salary.

Within the public service of the Government of Bermuda, there are various approaches to determining the relative worth of the various jobs within the organization so that differential wages may be paid. One approach is through formal, established job evaluation systems. There are currently two (2) systems in use. The most frequently used approach is a point-factor system which was designed and implemented more than 40 years ago; the second, was adopted in 2018 to evaluate a distinct group of employees.

Given the age of the current points-based system, the Government is desirous of updating the approach to one which is more suitable and appropriate to the contemporary job types in the public service.

To that end, the Government of Bermuda is requesting information from qualified firms for an objective, appropriate, analytical, comprehensive, transparent systematic job evaluation scheme to determine the relative value or size of jobs based on elements of the job.

4. Information Requested

Interested parties are requested to provide information for a job evaluation scheme which meets the following requirements:

- a. Analytical - based on the analysis and evaluation of the degree to which various factors or elements are present in the job.
- b. Comprehensive - is applicable to all jobs in the organization, covering all categories of staff, and identifies factors or elements which will be common to all jobs. The future-state plan is a single evaluation system that can be used to assess different occupations and job families;
- c. Consistent – can be used as a basis for grading jobs within a grade structure, enabling consistent decisions to be made about job grading;
- d. Appropriate – tested in the public service and considers the particular demands made on all the jobs in the Bermuda Public Service;
- e. Facilitates the design of an equitable and defensible grade and pay structures;
- f. Transparent – the processes used in the job evaluation system from the analytical framework, role analysis to the grading decision should be clear;
- g. Allows for market comparison-enables sound market comparisons with jobs or roles of equivalent complexity;
- h. Trains and authorizes the Management Consulting Services of the Department of Employee and Organization Development to operationalize the scheme, following the initial implementation; and
- i. Includes a digital application.

Your responses/submission should answer the following questions:

1. What does your job evaluation methodology consist of? Explain in much detail as possible.
2. Describe how you will approach the matching of the job values to grades and wage structures?
3. Can your system be applied to a range of job types from the highest to the lowest?
4. What is your experience in providing job evaluation services to public sector clients? Provide a list of public sector clients.
5. Are you able to make modifications to the system based on the Government's requirements?
6. Assume your company was selected, how will you transition the existing evaluation methodology to your system?
7. How will you go about engaging key stakeholders including Union partners?
8. Can your evaluation tool be prepared and submitted in a completely electronic manner?
9. When the consultancy is completed, what will be provided to the designated Job Evaluators for ongoing administration of the system i.e., would the Government own the product or would the Government need to pay a licence fee, and will there be additional charges once an evaluation system has been delivered?
10. How will the system safeguard the Government's data?
11. Are there any other factors/methodologies/etc. the Government should be considering?

Detail the general deliverables, costs and time estimate for this initiative.

5. Submission Instructions

Respondents are asked to submit their information and signed Respondent Submission Form by Friday September 23, 2022 05:00:00 PM to the following email address and to the attention of the RFI Contact.

Electronic mail (E-Mail) submissions are accepted at rbanarsee@gov.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.

Respondents should direct any questions on this RFI process to the same RFI Contact.

Submissions should include a completed and signed Respondent Submission Form (Appendix A) that acknowledges, among other things, that this RFI and any respondent submissions will not create a legal relationship or obligation regarding the procurement of any good or service.

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 authorisation and shall be attached to the Submission Form included in (Appendix A). 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.

Respondents downloading this file and intending to respond to this RFI are required to register their interest with the RFI Contact by emailing their company name and contact information to Ronah Banarsee, Management Services Partner, at rbanarsee@gov.bm prior to the Submission Deadline noted in the RFI timetable above.

Amendment/addenda (if any) will be posted at <https://www.gov.bm/procurement-notice>. Respondents should visit the Government Portal on a regular basis during the procurement process.

APPENDIX A – RESPONDENT SUBMISSION FORM

1. Respondent Information

<p>Please fill out the following form, naming one person to be the respondent's contact for the RFI process 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 Respondent 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 the Goods and Services. 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's Name (Person with Signing Authority) and Title:	
Street Address:	
City, Province/State, Parish:	
Postal Code/Zip Code:	
Country:	
Phone Number with Area Code:	
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. Terms of Reference

In responding to this RFI, the respondent acknowledges its acceptance of the following RFI Terms of Reference:

a. Request for Information Not a Formal Competitive Bidding Process

This RFI is issued for information-gathering purposes and is not intended to create legal obligations between the Government and any of the respondents or their representatives. Without limiting the generality of the foregoing, this RFI will not necessarily result in any subsequent negotiations, direct contract award, invitational tendering process or open tendering process, and does not constitute a commitment by the Government to procure any goods or services.

b. RFI Not to Limit the Government's Pre-Existing Rights

This RFI will not limit any of the Government's pre-existing rights. Without limiting the generality of the foregoing, the Government expressly reserves the right, at its discretion, to:

- (i) seek subsequent information or initiate discussions with any potential supplier, including potential suppliers that did not respond to this RFI;
- (ii) initiate direct negotiations for the procurement of any good or service with any potential supplier or suppliers, regardless of whether the potential supplier or suppliers responded to this RFI;
- (iii) contact a limited number of potential suppliers, which may include only those that responded to this RFI or may include potential suppliers that did not respond to this RFI, for the purpose of a competitive process for the procurement of any good or service;
- (iv) elect to proceed by way of open tender call where all potential respondents, including those that did not respond to this RFI, are eligible to compete for the award of a contract for the supply of any good or service; and
- (v) elect not to procure the good or service that is the subject of this RFI.

These expressly reserved rights are in addition to any and all other rights of the Government that existed prior to the issuance of this RFI.

c. Pricing Information for General Information Purposes Only

Any pricing information provided by respondents is for general information purposes and is not intended to be binding on respondents. Any legally binding pricing or purchasing commitments will be established only where specified by the express terms of a subsequent tender call process or where established through the execution of a written agreement.

d. Information in RFI 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 the RFI or issued by way of addenda. Any quantities shown or data contained in this RFI, or provided by way of addenda, are estimates provided only as general background information.

e. Parties to Bear Their Own Costs

The Government will not be liable for any expenses incurred by a respondent, including the expenses associated with the cost of preparing responses to this RFI. The parties will bear their own costs associated with or incurred through this RFI process, including any costs arising out of, or incurred in, (i) the preparation and issuance of this RFI; (ii) the preparation and making of a submission; or (iii) any other activities related to this RFI process.

f. Accuracy of Responses

The respondent acknowledges that the information provided is, to the best of its knowledge, complete and accurate.

g. Submissions Will Not Be Returned

Except where set out to the contrary in this RFI or expressly requested in the respondent's submission, the submission and any accompanying documentation provided by a respondent will not be returned.

h. Confidential Information of the Government

All information provided by or obtained from the Government in any form in connection with this RFI either before or after the issuance of this RFI (i) is the sole property of the Government and must be treated as confidential; (ii) is not to be used for any purpose other than replying to this RFI; (iii) must not be disclosed without prior written authorization from the Government; and (iv) must be returned by the respondent to the Government immediately upon the request of the Government.

The respondent may not at any time directly or indirectly communicate with the media in relation to this RFI without first obtaining the written permission of the Government.

i. Disclosure of Information

The respondent consents to the Government's collection of information as contemplated under the RFI for the uses contemplated under the RFI. Respondents should not include information in their response that is proprietary or confidential. Information provided by a respondent may be released in accordance with governing laws. To the extent that a respondent does include confidential or proprietary information, the respondent should identify any information in its submission 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 where the Public Access to Information Act 2010 or where an order by a tribunal or court requires the Government to do otherwise. The respondent consents to the disclosure, on a confidential basis, of this submission by the Government to advisers retained by the Government for the purpose of reviewing this submission.

The respondent acknowledges that the Government may make public the name of any and all respondents.

j. Governing Law

This RFI process will be governed by and construed in accordance with the laws of Bermuda applicable therein.

Signature of Witness

Signature of Respondent Representative

Name of Witness

Name of Respondent Representative

Title of Respondent Representative

Date

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 it’s 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 By-Laws of the Company.

Company Name:

Date:

Secretary/Director