



GOVERNMENT OF BERMUDA

THE CABINET OFFICE

PATI Information Statement

Name of Public Authority: Office of Project Management and Procurement

Introduction:

The purpose of the Public Access to Information Act 2010 is to:

1. give the public the right to obtain access to information held by public authorities to the greatest extent possible, subject to exceptions that are in the public interest or for the protection of the rights of others;
2. increase transparency, and eliminate unnecessary secrecy, with regard to information held by public authorities;
3. increase the accountability of public authorities;
4. inform the public about the activities of public authorities, including the manner in which they make decisions; and
5. have more information placed in the public domain as a matter of routine.

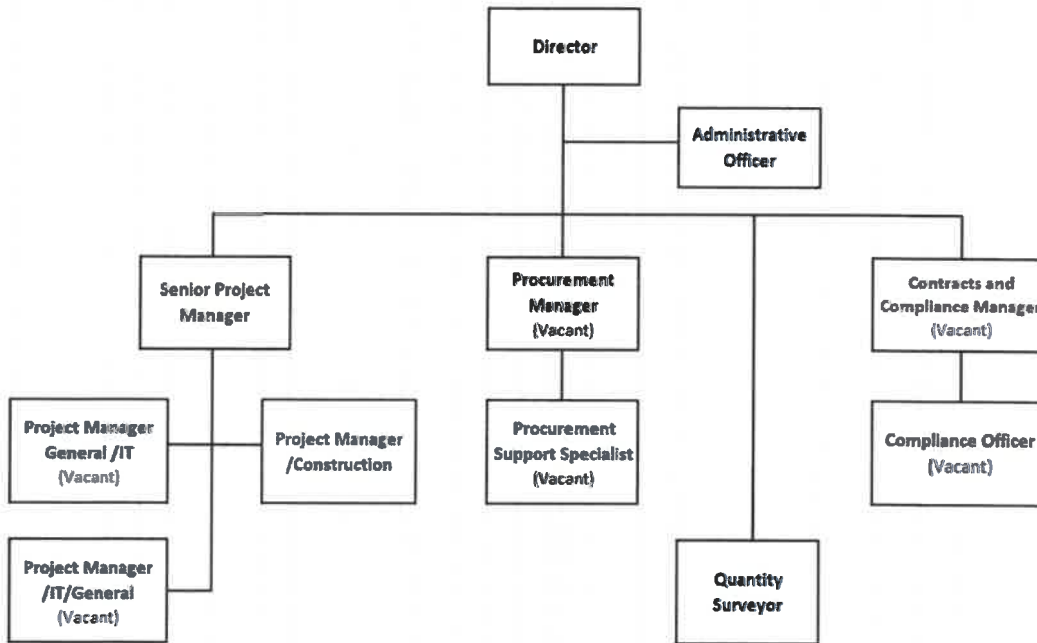
This statement provides an overview of information on the Office of Project Management and Procurement and includes the following:

1. Organisational structure;
2. The general functions of the Department;
3. Mission Statement;
4. List of Legislative Acts and Regulations defining the Department's scope of operations and responsibility; and
5. Contact information in the event that a member of the public wishes to access information.



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SECTION A : Structure, Organization and Legislation [s.5(1) a]



The Office of Project Management and Procurement was established under Section 32B of the Public Treasury (Administration and Payments) Act 1969.

Legislation:

- Public Treasury (Administration and Payments) Act 1969
- Good Governance Act 2011
- Good Governance Act 2012
- Bribery Act 2016

SECTION B : 1) Functions, powers, duties of the Authority [s. 5(1)b]

Mission Statement:

We provide oversight and guidance in project management and procurement to ensure transparency and value for money.

Vision

We stand on the principles of transparency, integrity, value for money, competition, fairness, and sustainability.



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Principal Purposes and Functions:

The Office of Project Management and Procurement was established for the following primary purposes—

- to provide professional, qualified procurement expertise and advice to Government;
- to ensure that there is no bias in the awarding of Government contracts;
- to identify and apply performance measures to ensure that Government obtains value for money;
- to ensure that best practices are adhered to in the oversight of capital projects; and
- to advise on, guide and support the development of, and adherence to, procurement regulations, policy, and best practices.

To support the Government in achieving “Value for Money” for all procurements incorporating economy, efficiency, and effectiveness (as defined below) in the use of resources:

(a) “**Economy**” is acquiring the appropriate quality and quantity of financial, human, and physical resources at the proper times and at the lowest cost.

(b) “**Efficiency**” is the use of financial, human, and physical resources so that output is maximised for any given set of resource inputs or input is minimised for any given quantity and quality of output provided.

(c) “**Effectiveness**” is the achievement of the objectives or other intended effects of programs, operations, or activities.

(d) The best value for money is the lowest Total Cost of Ownership. It involves identifying the initial purchase price and estimating all future costs and returns.

The Director of the Office of Project Management and Procurement has the following functions—

- oversight of all Government procurement, including contracts and all pre-contract negotiations, such as requests for proposal, invitations to tender and the obtaining of quotations and estimates;
- oversight of all capital projects for the Government.
- handling of complaints relating to the awarding of Government contracts; and
- such other functions as may be conferred under any other enactment or by the responsible Minister.

Department Objectives:

- Promote the areas covered in our statutory mandate related to good governance and best practices and continue strengthening our office functionality.
- Use a professional approach in our capacity to enable and help our clients achieve projects, procurement, and compliance efficiencies.



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- Strengthen internal processes for enhanced team performance and development by keeping abreast of emerging trends.
- Help modernise the Project Management and Procurement functions to increase public spending efficiency and build professionalism in project management, procurement, and compliance capacities.

Reporting Framework:

- Annual Report

Decision Making:

The Director of the Office of Project Management and Procurement is authorised under the Public Treasury (Administration and Payments) Act 1969 to take steps considered necessary to ensure that the Code of Practice for Project Management and Procurement is followed by all public officers concerned with obtaining goods and services for the Government. The Code of Practice provides guidance for the Director for decision-making with respect to the following:

- (i) oversight of all Government procurement, including contracts and pre-contract negotiations, such as requests for proposals, invitations to tender and obtaining quotations and estimates;
- (ii) oversight of capital projects for the Government; and
- (iii) Handling complaints that relate to all aspects of the procurement process, including the awarding of government contracts.

SECTION B: 2) Obligations under PATI Act [s. 5(1)b]

Same for all public authorities

- To provide an **information statement** for the public and promulgate it [s5],
- To provide **other information** to the public so that the public needs only to have minimum resort to the use of the Act to obtain information [s.6]. This includes:
 - General information, e.g. activities of Authority.
 - Log of all information requests and their outcome.
 - Quarterly expenditure (upon request) [s. 6(5)].
 - Contracts valued at \$50,000 or more.
- To **respond to information requests** in a timely manner [s. 12-16].
- To **track information requests** and provide this data to the Information Commissioner.
- To respond to requests from the Information Commissioner [s. 9].
- To amend personal information held by the Authority that it is wrong or misleading following a written request by the person to whom the information relates [s. 19].
- To conduct an **internal review**, if formally requested [Part 5].



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- To give evidence for **review by the Information Commissioner** [Part 6, 47(4)], or for **judicial review** [s. 49], if required.
- To provide an annual written report to the Information Commissioner of the status of information requests [s. 58(3).
- To do anything else as required under the PATI Act and subsequent Regulations [s. 59, 60] including:
 - **Fees** for Requests for Information.
 - **Management and maintenance of records.**
 - **Procedures** for administering the Act.
- To train staff and make arrangements so as to facilitate compliance with the Act [s. 61].
- To designate one of its officers to be the person to whom requests are directed [s. 62].

SECTION C: Services and Programmes [s. 5(1)c]

Services:

The Office of Project Management and Procurement (OPMP) provides oversight, guidance, and support to Government departments regarding Project management, procurement, compliance, and contracting activities

- Provides professional qualified procurement expertise and advice to the Government.
- Ensures that there is no bias in the awarding of Government contracts.
- Identifies and applies performance measures to ensure that the Government obtains value for money.
- Ensures that best practices are adhered to in the oversight of capital projects; and
- Provides advice on, guides, and supports the development of, and adherence to, procurement regulations, policies, and best practices.
- Provides departmental administration services that support OPMP

OPMP also helps to ensure that processes for tendering, evaluating, and selecting vendors are fair, transparent, and consistent with the tendering standards and best practices. This helps ensure equal opportunity for all businesses to obtain government contracts to provide goods and services

Programmes

Project Management and Procurement Training

SECTION D: Records and documents held [s. 5(1)d]

Electronic records and documents maintained on the Office of Project Management and Procurement's website:

- · Current Procurement Notices on
- · Closed Procurement Notices

[Procurement Notices and Contract Awards | Government of Bermuda \(www.gov.bm\)](http://www.gov.bm)



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Other records and documents held by the Office of Project Management and Procurement:

- Budget and Statement of Accounts
- Cabinet Memorandum Review Register
- Change Order Register
- Complaint Register
- Contract and Compliance Review Reports
- Log of PATI access requests as per section 13 of the PATI Act.
- Non-Compliance and Breach registers
- Procurement and RFX review registers
- Project Management Review Reports
- Waiver to Code requirements Register and Quarterly Waiver reports

SECTION E: Administration (all public access) manuals [s. 5(1)e]

Code of Practice for Project Management and Procurement

<https://www.gov.bm/sites/default/files/CODE-OF-PRACTICE-Amended-2nd-Edition-Final--July-27-2020-2.1.pdf>

Complaint Procedure document

Provides a clear, easy and fair complaints procedure

Creates guidelines for a full and fair investigations of all complaints in a timely manner

Aim to resolve complaints swiftly and amicably; and

Provides Government and us with information on how we can improve the delivery of our services.

This document is available on our webpage at www.gov.bm/department/office-project-management-and-procurement [Office of Project Management and Procurement | Government of Bermuda](http://www.gov.bm/department/office-project-management-and-procurement) (www.gov.bm) and upon request at our front reception.

SECTION F: Decision-making documents [s. 5(1)f]

- Code of Practice for Project Management and Procurement
- Financial Instructions produced by the Ministry of Finance, Accountant General's
- Public Service Code of Conduct
- Conditions of Employment and Code of Conduct
- Ministerial Code of Conduct
- Public Service Commission Regulations 2001
- Collective Bargaining Agreement between the Government and The Bermuda Public Services Union

SECTION G: The Information Officer [s. 5(1)g]

Edward T. Fox
General Post Office Building
Second Floor
56 Church Street
Hamilton HM 12
Direct: 297-7679



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Email: etfox@gov.bm

SECTION H: Any Other Information [s. 5(1)h]

N/A

SECTION I: Any Other Information to Be Provided? [s. 5(1)i]

N/A

SECTION J: Information Statement: Copies and Updates [s. 5(2,3,4,and 5)]

Every public Authority shall update its information statement at least once a year and make it available for inspection by the public at reasonable times by [s. 5(1-5), PATI Act]:

Date Information Statement was updated:

Locations of Information Statement:

Confirm copies of the Information Statement are available at the following sites:

- Your principal office: (OPMP, GPO Building, 2nd Floor, 56 Church Street, HM 12) Y/N
- The Bermuda National Library: Y/N
- The Bermuda Archives: Y/N
- Available electronically: Y/N
- Government portal: Y/N
- Have you published a notice in the Gazette indicating places where the information statement is available to the public? Y/N
- With the Information Commissioner: Y/N

Elaine Blair-Christopher

**Elaine Blair-Christopher
Director**

Date April 1, 2023