# required pricing information

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| **ITEM by** | **UNIT** | **SUM (BD $) in Figures and Words** |
| The Government requires a stakeholder education and engagement strategy for the Bermuda Health Strategy and UHC that presents a unified message encompassing health system integration and connected healthcare delivery with the Ministry and the Department of Health, the Bermuda Hospitals Board and other key stakeholders. This will involve the following high-level key activities:   1. Attend and participate in stakeholder meetings and engagement activities. 2. Facilitate stakeholder workshops and surveys to identify areas of programme awareness and gaps. 3. Perform channel and stakeholder analysis to identify opportunities to improve communication using appropriate tools and outreach. 4. Identify and develop stakeholder personas based on demographic analysis to target key under-represented and under-served communities. 5. Assist in the development of a strategy document outlining key insights for a) education opportunities b) communications channel enhancement and c) demographic focus. 6. Work with the communications teams within Government and external agencies to develop tactics and tools for stakeholder education and engagement. 7. Design and implement a public communications campaign to promote the proposed changes to move Bermuda towards a sustainable health system. 8. Monitor and appropriately respond to media and public reactions, including public and social media commentary. 9. Co-develop a public facing consultation paper outlining key policy initiatives and regulatory requirements to implement the Bermuda Health Strategy and UHC. 10. Support meetings and develop messaging for identified stakeholders so they can provide input and make recommendations on proposed changes to the health system. 11. Support implementation of solutions through communications and track progress and outcomes.   The development of a stakeholder education and engagement strategy requires the following:   1. Ongoing capacity building for improved stakeholder education programmes with the communications team. 2. Development of stakeholder workshop materials and surveys. 3. Delivery of stakeholder workshops and surveys. 4. Draft report of outcomes from stakeholder workshops and surveys. 5. Release report of outcomes from workshops and surveys. 6. Development of stakeholder persona analysis and analysis of communication platforms. 7. Co-development of educational communications with communications team, as needed. 8. Development of strategy document for educational opportunities, communication platforms, and persona focus. 9. Project Status Reports - Regular (weekly and monthly) project status reports that will, at a minimum, provide a written project status report, including project schedule and budget for each deliverable. Status reports should include all information and details related to the project’s progress with recommendations on next steps. | Lump Sum  Please provide the total cost proposal for developing and executing the Bermuda health Strategy/UHC Education and Engagement Strategy described in the deliverables.  **Assumptions**:   * The majority of meetings held will be conducted with online meeting platforms (WebEx, Zoom, Microsoft teams, etc.). * In-person meetings can be held as permitted but must follow pandemic public health guidance to keep participants and facilitators safe.   Additional **estimates to assist with breakdown** of lump sum include:   * Bi-monthly meetings held online with Ministry and/or Steering Committee – 2 meetings/month for 6 months = 12 meetings estimated * Facilitate stakeholder workshops with group size less than 10 persons – 2 meetings estimated * Facilitate stakeholder workshops with group size greater than 10 persons – 4 meetings estimated * Attend stakeholder meetings – 15 meetings estimated | $ |
| **TOTAL LUMP SUM COST**  **(place value in agreement page)** |  | $ |

All work detailed on the Contract Documents shall be covered partially by the Lump Sum. Individual lump sum items are all-inclusive. If a specific task is not identified separately in the above list, the Contractor shall assume that it is included as part of another related listed item or items, and shall base the lump sum amounts on this assumption.

# schedule of unit rates

All prices (in Bermuda dollars) in the schedule are to be **inclusive of materials and related accessories, storage, transport, plant and equipment assembly, placement, access, overhead and profit.** These rates may be used for determining additions to, and deletions from, the contract sum for variations to the contract not covered in the preceding Price Breakdown.

Respondent to provide the hourly rates for those involved in this project, please state job title and hourly rates. Add more lines as needed.

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| **NO.** | **ITEM** | **UNIT** | **RATE** |
| **1.1** |  | Hour |  |
| **1.2** |  | Hour |  |
| **1.3** |  | Hour |  |
| **1.4** |  | Hour |  |
| **1.5** |  | Hour |  |
| **1.6** |  | Hour |  |

All unit rates above shall be considered fully inclusive of delivery, preparation, placing and finishing. For variations to the contract not covered in the preceding price break down, the above schedule of unit rates shall apply.

It is the Contractor’s responsibility to provide all labor, material, equipment and supervision to complete the work as outlined.

No extras will be entertained for inconveniences after award of the Contract. The Bidder warrants and represents that it has substantial and significant experience to undertake work of a nature and scope similar to that contemplated herein, and that it possesses the competence, skills, experience and expertise required to successfully carry out the Work and that in preparing its Bid, it has satisfied itself that it has secured all necessary information required by a competent, experienced Contractor to prepare a responsible and complete Bid.

The Bidder certifies the signatory here and on any document is authorized to bind the organization if they are duly awarded this Request for Proposal.

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Bidder Signature Date