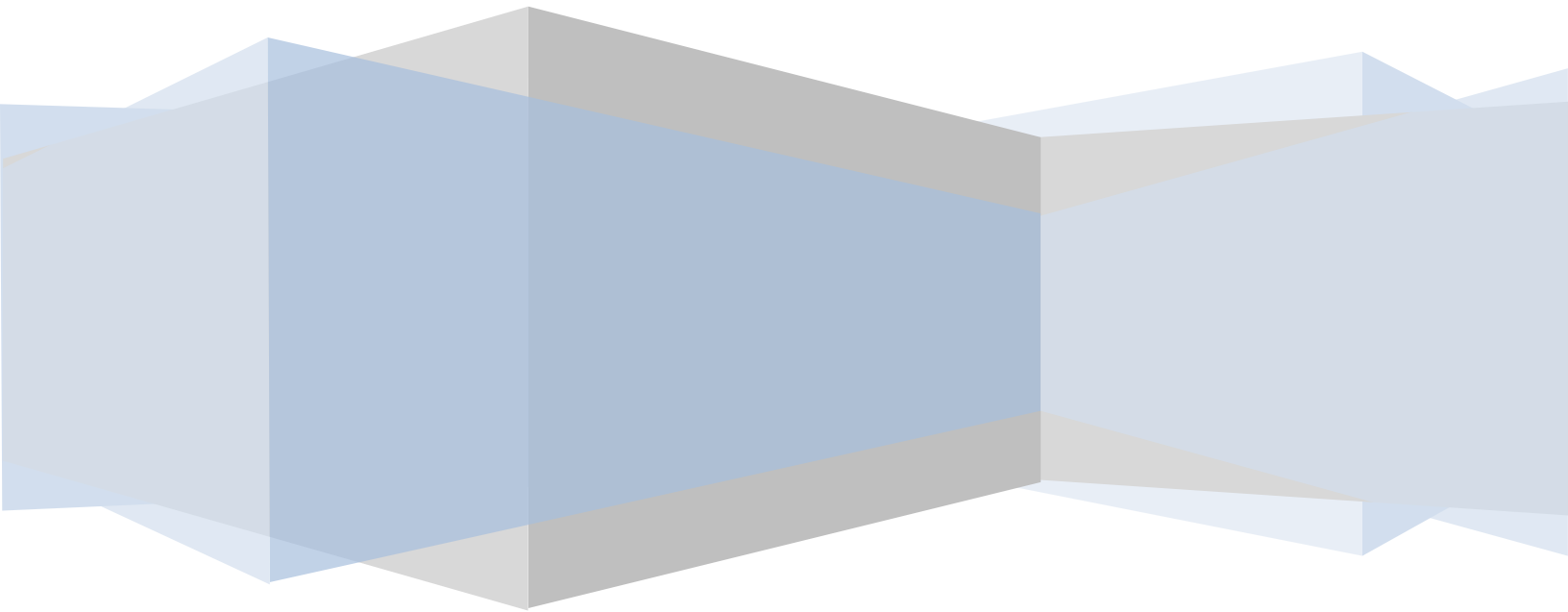




Request for Proposals

**Developing a Stakeholder Survey
for BEDC**

[Addendum to RFP Document](#)





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BEDC – RFP 2021/03

December 1st, 2021

Developing a Stakeholder Survey for BEDC **Questions Received and Responses Provided**

Q. For the Stakeholder Survey you are interested in making comparisons to your previous surveys. There is no problem to do so but we would like to know how the data will be shared with us (e.g., raw data file, SPSS, data tables, or written report).

A. For the selected vendor, BEDC will be able to share the previous written reports.

In addition, where BEDC has access to raw data files, we will be able to provide those too.

Q. For the Stakeholder Survey, it notes the BEDC has 1600 clients and have email addresses for 90% of them. Is there another reliable way of contacting the remaining 10% or will it be sufficient to only contact those with email addresses?

A. The selected vendor will have to advise in their proposal the best way to collect the data from BEDC's clients. BEDC has email addresses, but we also have telephone numbers.

The goal is that we have sufficient quality responses from a statistically representative proportion of our clients.

BEDC will work with the vendor to determine the suitable number of responses to make it statistically relevant, but in previous years we've surveyed directly between 100 and 150 clients.

BEDC's Procedures for Contracting

Prior to engaging contractors and or suppliers to deliver goods or services BEDC adheres to the following:

Type of Quote	No. of Quotes Required	Amount
Telephone/ Verbal	1	\$0 - \$1,499
Verbal/ Written	2	\$1,500 - \$4,999
Written	3	\$5,000 - \$24,999
Tender	3	\$25,000 - \$99,999
Sealed Open Tender	3	\$100,000 and above

Please note that for all contracts, the Office of the Tax Commissioner, the Department of Social Insurance, and the Accountant General's Department will be contacted for clearance and/or information regarding Government indebtedness before the contract is awarded.

If debt exists, arrangements for repayment must be agreed and included in the contract before the contract is awarded.

Contracts below \$35,000 can be approved by the Executive Director.

Contracts totalling over \$35,000 (including those with multiple payments) must be submitted to BEDC's Board of Directors for approval before acceptance.

Hence the timeline for vendor selection could be affected based on the above.