



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.

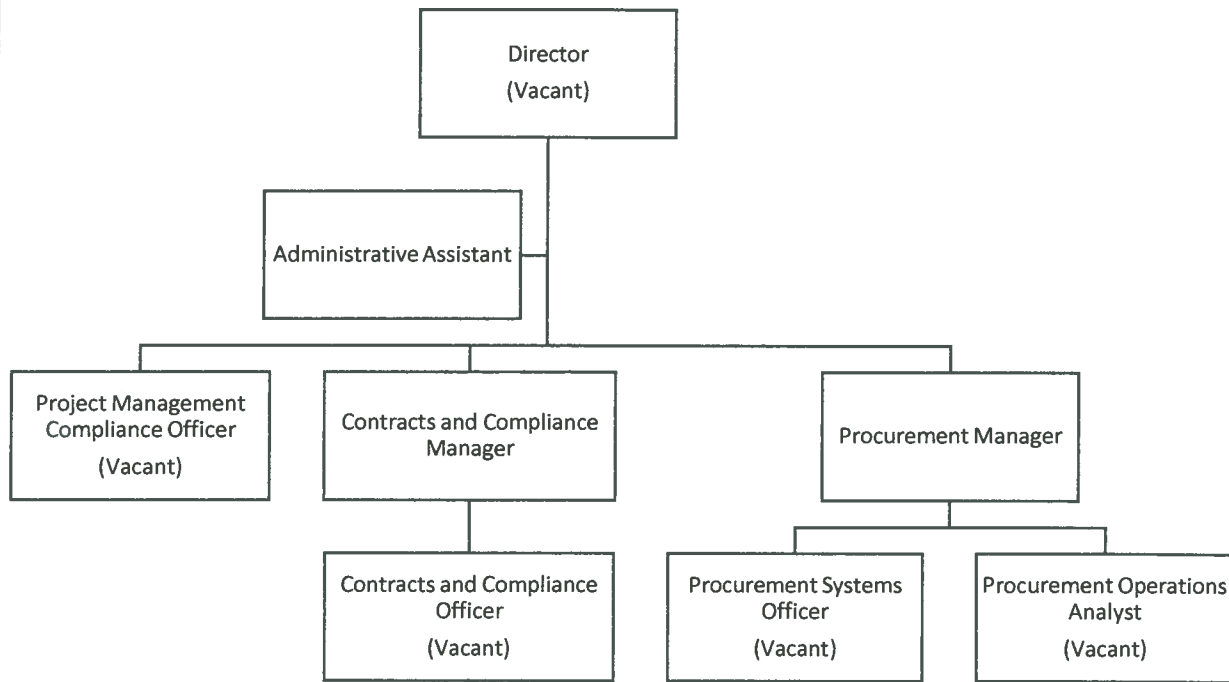
This statement provides an overview of information on the Office of Project Management and Procurement and includes the following:

1. Organizational structure;
2. The general functions of the Department;
3. Vision and Mission Statements;
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, as amended.

Legislation:

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

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

Mission Statement:

The Office of Project Management and Procurement will provide oversight and guidance to Government Departments and Ministries regarding project management and procurement activities to ensure fairness, transparency and consistency in awards of contracts and adherence to applicable rules and industry best practices.



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Vision Statement:

To strengthen financial accountability in Government.

Principal Purposes and Functions:

The Office of Project Management and Procurement was established for the following principal 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 practice.

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 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 Minister.

Department Objectives:

- To embed a consistent approach to procurement through the development and implementation of a Code of Practice.
- To assist Government Departments in developing and implementing procurement strategies that leverage the purchasing power of the Government to achieve the best value for expenditures.
- To monitor compliance with applicable rules, policies and procedures for project management and procurement.
- To embed a consistent approach to project management through the development and implementation of guidelines for managing capital projects.
- To provide assistance to Government Departments and Ministries to help maximize efficiencies and achieve overall costs savings.



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Reporting Framework:

- Annual Report

Decision Making:

The Director of the Office of Project Management and Procurement is responsible for taking steps 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 and the Financial Instructions provide guidance for the Director when s/he makes decisions with respect to:

- (i) oversight of Government procurement, including contracts and pre-contract negotiations, such as requests for proposal, invitations to tender and obtaining quotations and estimates;
- (ii) oversight of capital projects for the Government; and
- (iii) handling complaints that relate to 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].
- 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.**



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- 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]

Small Business Contracting Program

The Office of Project Management and Procurement will oversee the development of a small business contracting program in support of the Government's initiative under the Economic Recovery and Jobs Plan to direct at least twenty percent (20%) of expenditures for goods, services and works to small businesses.

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
- Closed Procurement Notices
- List of contracts awarded

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

- Budget and Statement of Accounts

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

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

- Code of Practice for Project Management and Procurement
- Financial Instructions
- 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]

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

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

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 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
- Website for public authority: 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

Graham Simmons
Acting Director

May 25, 2016
Date