

REQUEST FOR PROPOSAL

Tuesday, 03 October 2017

Bermuda Police Service
10 Headquarters Hill,
Prospect, Devonshire
Bermuda, DV02

To: All Bidders

RE: Proposals for Transcription Services for the Bermuda Police Service

You are formally invited to submit a response to the tender for the provision of a Police Transcription Services for the Bermuda Police Service. Proposals are invited from transcribers who are fully experienced and qualified in providing transcription services for digital recordings of police interviews with suspects, witnesses and various areas where recordings require written transcriptions, with associated costs as outlined within this Request for Proposals (“RFP”).

You are kindly invited to submit a sealed proposal in accordance with the accompanying documents for the above caption;

To enable you to submit a proposal, please find enclosed:

- Instructions for Bidders
- BPS service requirements (Appendix A)
- Proposal Submission Form, to be completed and returned with your proposal
- Draft Service Contract

A detailed proposal of how you intend to carry out the transcription services **should be submitted to the above address no later than Wednesday 25th October, 2017**. The outer envelope should be clearly marked with the title “RFP - Request for Proposals for Police Transcription Services for the Bermuda Police Service”. The must be package delivered to Inspector 2286 Peter Stableford, Information Management Department, at Bermuda Police Service, 10 Headquarters Hill, Prospect, Devonshire, Bermuda, DV02

Any queries should be *in writing* and directed to Inspector Peter Stableford by email pstableford@bps.bm. Answers to any clarifications received and rose before the aforementioned date will be posted on the Government’s Portal at <https://www.gov.bm/procurement-notices> as an addendum on Friday 29th September 2017.

This letter is not to be construed in any way as an offer to contract with your firm.

We look forward to receiving your proposal and thank you in advance for your interest in Government procurement opportunities.

Yours sincerely

Darrin Simons, Superintendent
Bermuda Police Service



BERMUDA
POLICE
SERVICE

Request for Proposal

Police Transcription Services

For

Bermuda Police Service

Project # BPS-TS#1

Issued Date: September 18th 2017

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PURPOSE

The Bermuda Police Service seeks sealed proposals from qualified transcribers to provide transcriptions for police interviews and recordings as described in this Request for Proposals (RFP).

The selected bidder will generally provide police transcription services as needed by the Bermuda Police Service. These services are required to start immediately after execution of a contract and will continue for three years with an option to renew for one year is preferred.

The Bermuda Police Service reserves the right to contract with multiple bidders if it appears that any one firm cannot meet all of the organization's needs, or if it appears otherwise to be in the best interest of the organization to contract with multiple providers.

The Bermuda Police Service reserves the right to accept or reject any and all proposals, in whole or in part, or to waive as informality any irregularity contained in a proposal, and to base all conclusions, decisions, and actions on what is deemed to be in the best interest of the Bermuda Police Service.

Any contract(s) awarded under this Request for Proposals (RFP) process; the services will begin immediately after the contract has been executed,

BACKGROUND

The Bermuda Police Service requires transcriptions of recorded interviews for audio or video obtained during investigations under Bermuda law. These must provide full and accurate written records of a recorded interview for judicial purposes.

Proposals are invited from qualified individuals or firms who are fully experienced and qualified in providing transcriptions, will provide the police with associated cost for services and a comprehensive program as outlined within this RFP.

Confidentiality

To facilitate the process, the Bermuda Police Service may disclose sensitive information. The successful bidder are therefore required to sign a Non-Disclosure Agreement and undergo security clearance prior to commencing the contract.

All work undertaken on behalf of the Bermuda Police Service must be under a stringent non-disclosure/confidentiality agreement.

ELIGIBILITY AND QUALIFICATIONS/REQUIREMENTS

This Request for Proposals is only to bidders who meet the criteria described herein:

The successful proposer must meet the following qualifications criteria:

- (a) provide to the police sufficient evidence that the bidder, or his/her employees who provide services under this Agreement, adhere to the following:
 - (i) Transcriptions will be carried out by trained staff on the company premises, using an approved template and proof read.
 - (ii) The ability to use an encrypted digital platform through which files can be securely transferred between police and the bidder.

- (b) The company/bidder must demonstrate compliance standards and accreditations to ensure secure transcription of highly sensitive and confidential information. Any tapes, transcripts or files held in their possession between collection and delivery must be securely protected to safeguard sensitive information.

SCOPE OF SERVICES

The successful bidder will adhere to all rules, regulations and policies which are, or may hereinafter be established by the Bermuda Police Service and the agreed upon price rate and timelines. The BPS service requirements are detailed in the attached **Appendix A**.

INSURANCE REQUIREMENTS

The successful Proposer must procure, pay for and maintain appropriate insurance during the duration of this agreement. The insurance must contain at a minimum the following provisions, coverage, and policy limits of liability:

The Bidder shall submit evidence with his proposal, such as a copy of a certificate or letter from his insurers confirming Third Party Insurance has been retained for the amount shown in the Schedule of Rates to the Agreement and for the duration of the Services.

The following outlines the RFP process and key dates

Publish Request for Proposal	Monday 18 th September 2017
Cut off for questions	Friday 29 th September 2017
Submission deadline	Wednesday 25 th October 2017
Evaluation and shortlist	Wednesday 8 th November 2017
Final Selection	Wednesday 22 nd November 2017

Department Contact Information – Inspector 2286 Peter Stableford, Information Management Department, Email; pstableford@bps.bm,

General

Public Access to Information

Any information collected or used by or on behalf of the Government of Bermuda (“Government”) under this solicitation document is subject to the Public Access to Information Act 2010 (“Act”). The information belongs to a class of information that might be made available to the general public under the Act. Any questions regarding the collection, use, or disclosure of the information should be directed to the public authority that issued this solicitation document.

INSTRUCTIONS TO BIDDERS

1. Time

Submission Deadline: **11.00 am Wednesday 25th October 2017**

2. Late proposals

Late proposals WILL NOT BE CONSIDERED. The deadline is absolute and proposals received after the due date and time shall not be considered. Bidders must select a method of delivery that ensures proposals will be delivered to the correct location by the due date and time

3. Procedure for Submitting Questions and Enquires

Questions pertaining to this RFP must be submitted IN WRITING via e-mail to the contact person listed under “Department Contact Information.” Please be as specific, citing the specification section/number where possible. Please submit all questions by the deadline. The Bermuda Police Service (hereafter known as “BPS”) will provide a written response to all pertinent questions in the form of an Addendum which will be posted on the Government’s Portal at <https://www.gov.bm/procurement-notice>

4. Cost of Proposal Preparation

All cost associated with the development and submission of a proposal, bidder question(s), and transmittal letters, and delivery is fully the responsibility of the bidder. The BPS will not be liable in any way for the cost incurred in the preparation and delivery of the responses to the RFP or for any expense associated with subsequent discussions, regardless of the conduct or outcome of the tendering process.

5. Submission Delivery

- a. The proposal must be hand delivered in a sealed and clearly marked envelope or similar package to Bermuda Police Service, 10 Headquarters Hill, Prospect, Devonshire, Bermuda, DV02; Attention Inspector 2286 Peter Stableford,
- b. The following information shall be written on the outside of the proposal package:

“Police Transcription Services”
Attention Inspector 2286 Peter Stableford,

“DO NOT OPEN BEFORE 11.00 am Wednesday 25th October 2017”

- c. If the envelope is not sealed and marked as instructed above, the BPS will assume no responsibility for the misplacement or premature opening of the proposal submitted. A proposal opened prematurely from this cause will be rejected by the BPS.
- d. Proposals may be amended or withdrawn at any time by written notice only provided such notice is received at the office of the BPS prior to the closing date/time for

receiving proposals. Amendments or withdrawals must be clearly identified as such.

- e. all submissions must be in Microsoft Word (not pdf); and
- f. The pricing proposal shall be submitted on the forms enclosed in this RFP.
- g. All submissions become the property of the BPS and will not be returned. All conditions contained in the RFP are considered accepted by the bidder in any information submitted.
- h. All information submitted with the proposal will be kept confidential and access will be only by the Bermuda Police Service employees reviewing the Proposals. . The BPS is not obliged to award orders or contracts to companies based on the information received.
- i. Submissions may be from individual bidders or firms. In the case of a firms or partnerships, one party must be clearly identified as the primary contractor, with all others being indicated as sub-contractors.

6. Letter of Submission

1. Each proposal must be accompanied by a Letter of Submission that:
 - a. identifies the submitting bidder;
 - b. includes a statement indicating which bidder, if multiple bidders are proposing jointly, intends to act as primary contact for proposal evaluation questions and the delivery and maintenance of all post-proposal correspondence;
 - c. Includes a brief statement of the bidder's understanding of the work to be done and a summary of the proposed definition of services to be delivered. Nest you must provide a written statement that acknowledges you have read the RFP and that you are in compliance with all sections and that the proposal has been prepared and submitted consistent with the requirements.
 - d. identifies the name, title address, telephone number, fax number, and e-mail address of each person authorized by the bidder to contractually obligate the bidder; identifies the name, title address, telephone number, fax number, and e-mail address of the bidder contact;
 - e. includes a statement stating that the person signing the transmittal letter is authorized to legally bind the bidder;
 - f. is signed by the person(s) authorized to contractually obligate the organization; and
 - g. Acknowledges receipt of amendments to this RFP, if any.

7. Submission Content

Submissions must include the following information:

Bidder must provide the duly signed copies of the technical, financial and certification of confirmation of non-Collusion forms with your response along with:

- i. **Company Information (complete the form provided)** – including bidder qualifications and experience of working on similar projects, as well as background information on the resources proposed to services. Copies of corporation registration, qualifications and experience of staff and key personal. Evidence of meeting the qualifications.
- ii. **Proposed Definition of Services to be delivered** – a description of the services the bidder will deliver and a proposal which defines the services breakdown structure, phases, deliverables, costs and acceptance criteria. You must specifically describe how you meet the requirements of the Terms of Reference or Scope of works.

- iii. **Proposed Approach** – a description of the proposed approach for the delivery of the tasks outlined in the Terms of Reference document.
- iv. **Costs** – this refers to the total cost to complete the requirements, and RFP document and all tasks associated with these deliverables. A payment schedule must be included that contains milestones and the associated payment amount. It should include, but not be limited to, a breakdown of hourly/daily rate chargeable in Bermuda dollars, number of hours/days to completion and any other costs (expenses).
- v. **Grievance plan** include a description of how complaints concerning fees, errors, tardiness etc. against individual or the firm are handled by your company.
- vi. **Technology plan** – describe any plan for implementing standards for computer aided software and any provision to alternatively or additionally supply all services and in what format.
- vii. **Responsibilities of the Bermuda Police Service:**
 - access to interviews or recordings, which must be sufficient quality for reproduction on compact discs and of sufficient clarity of sound to be transcribed;
 - copies of any documents that are required to assist transcription, where applicable;
 - Provide templates for use in judicial proceedings suitable under Bermuda law.

8. Pre-submission Information

- i. All prospective bidders will be provided with this documentation and the opportunity to submit written enquiries to the BPS. Such enquiries will be communicated to the bidders who have responded, without identifying the source, along with the Response of the BPS.
- ii. Any queries should be in writing and directed to Inspector Peter Stableford by email pstableford@bps.bm. Answers to any clarifications received and rose before the aforementioned date will be posted on the Government's Portal at <https://www.gov.bm/procurement-notices> as an addendum on Friday 29th September 2017.

9. Bidder Responsibility

It is the bidder's responsibility to ensure its complete understanding of the terms of reference and instructions specified herein. In the event that clarification is required bidders should submit written enquiries as described in paragraph 2 above.

10. Amendments

At any time before the close of the RFP, the BPS may alter, amend, delete or add to, in whole or in part, any terms or provisions of this RFP. The BPS may modify, amend or revise any provision of this RFP or issue addendums at any time. The BPS will communicate any such modification or amendment by issuing an addendum and posting it on the Government's Portal at <https://www.gov.bm/procurement-notices>.

11. Evaluation Review Process

- a. **Responsiveness (Pass/Fail)**

Required documentation: Proposals will be reviewed to determine if all required documentation was included with proposal submittal as described. Proposals that fail to contain the required documents with their technical and cost proposals will be disqualified from further consideration.

b. Proposal Review and Evaluation (Phase 1)

The proposals will be evaluated against the general criteria and weighted scores will be applied as described in the Evaluation matrix.

The BPS will evaluate each proposal and reserve the right to request face-to-face interviews of any or all respondents as may be necessary toward a fair and equitable proposal evaluation.

c. The following criteria are the basis for award of this proposal:

	Weight
Ability of proposer to provide the required services as determined by evaluation of, but not limited to, the following: <ul style="list-style-type: none"> • the number employees and staff • qualifications of the individual • qualifications of the individual transcriptionists • historical performance of the proposer 	40
Rates for appearances, transcription and other charges as described above for “Fee Structure”	40
Compliance with Response to Proposal, including but not limited to: <ul style="list-style-type: none"> • Grievance Plan • Commitment to quality assurance • Required statements • References • Complete Fee Structure • Identity of the bidder’s transcriptionists 	20
Total possible score	100

- d. The BPS may seek written clarification from any or all bidders in order to better understand and evaluate the proposed solution. This process may not be used as an opportunity to submit missing documentation or to make substantive revisions to the original proposal.
- e. Information relating to the examination, clarification, evaluation and comparison of proposals and recommendations concerning the award of contract before final contract award shall not be disclosed to Proponents or other persons not officially concerned with such process.

12. Financial Proposal

After the technical and oral presentations, financial proposals will be given special evaluation and will be scored in accordance with all the criteria outlined.

13. Basis of Award

1. Awards will be based on the overall highest ranked proposal score in accordance with technical and financial evaluation criteria and who have submitted all mandatory requirements.

2. Should the BPS in its sole discretion determine that a secondary award is required; the award will be to the second highest ranked proposal.
3. Should either of the selected bidder fail to provide post award documents as required, the BPS of Statistics, in its sole discretion, may withdraw the award recommendation, or select the next highest ranked proposal for award.
4. The BPS reserves the right to accept an offer in full, or in part, or to reject all offers.
5. The final award recommendation will be based on the highest scoring proposal as determined by total points and rank using criteria and weights as stated herein.
6. All proposals will be considered final. No additions, deletions, corrections or adjustments will be accepted after the time stated above. Upon awarding and acceptance of a contract for services, a Government of Bermuda purchase order will be issued as a guarantee to pay based on service rendered and invoiced.

14. Protest procedures

If an unsuccessful bidder wants to dispute the award recommendation, the protest must be submitted in writing to the Director, of Office of Project management and Procurement no later than ten (10) calendar days after announcement of the selected bidder, detailing the grounds and providing all supporting information. Failure to submit a timely written protest to the Commissioner of Police will bar consideration of the protest.

The email address for submitting a written protest is:

Director of the Office of Project Management and Procurement (OPMP)
Email gdsimmons@gov.bm

15. Grounds for disqualification

1. Contact regarding this procurement with any BPS official or employee or evaluation team member in any way other than specified in the RFP from the time of issuance of this solicitation until the end of the protest period.
2. Evidence of collusion, directly or indirectly, among bidders in regard to the amount, terms, or conditions of this proposal.
3. Influencing any BPS staff member or evaluation team member throughout the solicitation process, including the development of specifications.
4. Evidence of submitting incorrect information in the response to a solicitation or misrepresentation or failure to disclose material facts during the evaluation process. In addition to violations of the guidelines, the following conduct may also result in disqualification:
5. Offering gifts or souvenirs, even of minimal value, to BPS officers or employees.
6. Existence of any lawsuit, unresolved contractual claim or dispute between bidders and the BPS.
7. Evidence of bidder's inability to successfully complete the responsibilities and obligations of the proposal.

16. Negotiations

The BPS reserves the right to enter into discussions or to negotiate with the recommended bidder as it sees fit. In no event will the Bermuda Police Service be required to enter into discussions or negotiations on similar or other terms or offer any modified terms to any other bidder before entering into a binding contract. The BPS shall incur no liability to any bidder as a result of these discussions, negotiations or modifications.

17. Acceptance and Authority to Cancel this RFP

- a) The BPS will not be obliged to accept the lowest price or any of the proposals submitted. Each bidder acknowledges and agrees that the Bermuda Police Service will have no liability or obligation to any bidder, except to the party, if any, awarded a contract by the BPS in its sole discretion and it shall be fully and forever released and discharged of all liability and obligation in connection with this Request for Proposal (RFP). The BPS will not make public the bidder submissions and reserves the right to cancel this RFP without any obligation or reimbursement to the bidder.
- b) The BPS reserves the right to accept or reject any item or group(s) of items in response. The Bermuda Police Service also reserves the right to waive any informality or irregularity in any proposal. Additionally, the BPS may, for any reason, decide not to award an agreement as a result of this RFP or cancel the RFP. The BPS shall not be obligated to respond to any proposal submitted, nor be legally bound in any manner by submission of the proposal.

18. References

Before awarding any contract the Bermuda Police Service reserves the right to require the bidder to submit evidence of qualifications as it may deem appropriate. This evidence may include financial, technical and other qualifications as well as the relevant experience and skills of the bidder.

19. Ownership

All information produced as part of the project is owned expressly by the Bermuda Police Service. The bidder can only take possession of relevant the BPS's information when granted by the Project Authorities, and only for the purposes of carrying out the objectives of this project. Use of the data for purposes other than this is strictly prohibited and requires written authorization by the BPS.

20. Period of Validity

Note that the Proposal, including all fees shall remain firm for a minimum of Ninety 90 Calendar days from the proposal submission deadline.\

21. Certification Confirmation of Non Collision

To be considered the Certification of confirmation on Non Collision form must be signed and returned with response.

22. Payments

Payment will be authorized on invoices thirty (30) days after receipt of the contracted services. All responses must include any proposed variations to these standard payment terms for discussion and negotiation.

End of Instruction to Bidders

PROPOSAL FORMS

- refer to **Instructions to bidders, clauses on submission**
- **bind these documents into one document clearly named ‘TECHNICAL and TRANSCRIPTION SERVICES PROPOSAL’, marked ‘ORIGINAL’, with your firm’s name, the RFP No. and the RFP name**
- **clearly mark additional copy as ‘COPY’**
- **place ORIGINAL and COPY of Technical Proposal into envelope marked ‘TECHNICAL PROPOSAL AND POLICE TRANSCRIPTION SERVICES, the RFP No. and the RFP Name, seal and submit to:**

BPS Contact Person
Inspector 2286 Peter Stableford,
Email; pstableford@bps.bm

**(Please Note: all sheets form part of the Proposal
Please ensure they are duly completed, signed and returned)**

FORM T1 – TECHNICAL PROPOSAL SUBMISSION FORM

Tuesday, 03 October 2017

To: Inspector 2286 Peter Stableford
Information Management Department
10 Headquarters Hill
Prospect, Devonshire
Bermuda, DV02

Email; pstableford@bps.bm,

Dear Sir:

I/We, the undersigned, offer to provide the transcription services for Police Transcriptions in accordance with your Request for Proposal (RFP) dated 18th September 2017 and our Proposal.

I/We are hereby submitting our Proposal, which includes this Technical Proposal, and a Transcription Services Proposal sealed under a separate envelope.

I/We are submitting our Proposal in association with: [*Insert a list with full name and address of each associated Consultant*]

I/We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in Request for Proposal, I/we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

I/We undertake, if our Proposal is accepted, to initiate the Security services related to the assignment not later than the date indicated RFP.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

Certificate of Independent Bid Determination

I, the undersigned, in submitting the accompanying bid or tender (hereinafter "bid")

to: _____

(Corporate Name of Recipient of this Submission)

For: _____

(Name and Number of Bid and Project)

in response to the call or request (hereinafter "call") for bids made

by: _____

(Name of Tendering Authority)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of:

that: _____

(Corporate Name of Bidder or Tenderer [hereinafter "Bidder"])

1. We have examined the Statement of Requirements (appendix A) , the RFP documents for the above work, we the undersigned, offer to provide transcription services for the Bermuda Police Service ("BPS"), in accordance with the conditions of the invitation, which are set out in a document entitled "Instructions to Bidders).
2. We confirm that we, the undersigned, are conducting business as a proper legal entity and are not delinquent in making payments for outstanding debts for Government receivables such as Social Insurance contributions, Payroll Tax or any other debt recorded by the Accountant General's Debt Collection Section.
3. We confirm that we have submitted a bona fide proposal, intended to be competitive and we have not fixed or adjusted our Price by or under or in accordance with any agreement or arrangement with any other bidder.
4. Having reviewed the Request for Proposals, the service requirements and Addenda Nos. _____ inclusive for the execution of the above named Police Transcript Service, we, the undersigned, offer to provide the Transcription Service in accordance with the **Instructions to Bidders, and all enclosed documents** herein called the *RFP Documents*).
5. We undertake, if our Tender is accepted, to commence the Services as soon as is reasonably possible after the receipt of the BPS contact's notice to commence, and to provide the Services comprised in the *Contract Documents*.
6. We confirm that our Tender shall remain open for acceptance by the Government of Bermuda, the Bermuda Police Service for a period of ninety (90) **Calendar days** from the date of this undertaking and we shall not withdraw this Tender during this period.
7. We understand that you are not bound to accept the lowest or any tender that you may receive.

Dated this _____ day of _____, 2017



(Name)

(Signature)

Duly authorized to sign tenders for and on behalf of:

(Firm)

(Address)

FORM T2 – COMPANY’S ORGANIZATIONAL PROFILE

Please provide here a ONE PAGE outline description of your firm/entity and each associate firm or staff for this assignment. Your description should include brief information on the following:

COMPANY INFORMATION/QUALIFICATIONS AND REFERENCES

Name of Company _____

THE COMPANY SHALL COMPLETE THE FOLLOWING STATEMENTS:**1. Principal(s) and Director(s) of the Company:**_____
_____**Physical and mailing Address****Email:****Website****2. Company Insurance details:**

Workers Compensation Insurance carried: BMD\$ _____

Professional Indemnity Insurance carried: BMD\$ _____

Commercial Grade Liability Insurance carried: BMD\$ _____

3. Company Bermuda Payroll Tax No.: _____**4. Company Bermuda Social Insurance No.:** _____**5. Company Banking Details:**

Name and address of primary bankers:

Name of Company: _____

6. Do you have any involvement with other entities that may be seen as a conflict of interest? If so, please provide details:_____

COMPANY INFORMATION (CONTINUED)
THE COMPANY SHALL COMPLETE THE FOLLOWING STATEMENTS:

7. The Company has been engaged in business, under the present business name for _____ years.
8. Experience in work of a nature similar to that covered in the proposal documents extends over a period of _____ years.
9. The following contracts have been satisfactorily completed in the last three (3) years for the persons, companies or authorities indicated:

	Year	Type of Work	Contract Amount	Location and for Whom Performed
(a)				
(b)				
(c)				

10. The following person may be contacted for information concerning the work listed above (list a reference for each contract named):

	Name	Title	Address	Telephone
(a)				
(b)				
(c)				

11. The following contracts are no longer current but have been satisfactorily completed in the last five (5) years for the persons, companies or authorities indicated:

	Year	Type of Work	Contract Amount	Location and for Whom Performed
(a)				
(b)				
(c)				

Name of Company: _____

- 12.

TOTAL NUMBER OF STAFF	
NUMBER OF BERMUDIAN	
NUMBER OF NON-BERMUDIANS	
PERCENTAGE OF BERMUDIANS	

13. All of the above statements as to experience, financial qualifications are submitted in conjunction with the proposal, as a part thereof and the truthfulness and accuracy of the

information is guaranteed by the Company.

14. Attach a copy of the Company`s Certificate of Incorporation.

Signed: _____

Print Name: _____

Title: _____

Company : _____

Date: _____

FORM T3 – TRANSCRIBER’S EXPERIENCE

Using the format below, list security contracts of a similar nature your firm, and each associate firm has successfully completed within the past three years while being contracted individually as a CORPORATE IDENTITY or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this assignment

Assignment name:	Approx. BMD\$ value of the Project :	Assignment duration (months) :
Country: Location within country:	Total staff-months your firm	Total staff-months your associate firms
Name of Client:	Approx BMD\$ value of services from your firm	Approx BMD\$ value of services from your associate firms
Address:	Start date (month/year):	Completion date (month/year):
Name of associated Consultants, if any:	Name of senior professional staff of your firm involved and functions performed <i>(indicate most significant profiles such as Project Director/Coordinator, Team Leader):</i>	
Narrative description of Project:		
Description of actual services provided by your staff within the assignment:		

Company’s Name: _____

FORM TECH 4 – PROPOSED TECHNICAL APPROACH & METHODOLOGY

Technical approach, methodology and services plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal – a maximum of five (5) pages of narrative, supported by relevant & appropriate charts and diagrams divided into the following three sections:

- a) *Technical Approach and Methodology*
- b) *Work Plan*
- c) *Organization and Staffing,*

a. Technical Approach and Methodology.

In this section, you should explain your understanding of

- *the objectives of the assignment*
- *approach to the services & methodology for carrying out the activities*
- *obtaining the expected output*
- *the degree of detail of such output.*

You should highlight the tasks & problems to be addressed and their importance, and explain the technical approach you would adopt to address them.

You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

b. Work Plan

In this section you should propose:

- *the main activities of the assignment, their content and duration*
- *phasing and interrelations of the main activities*
- *milestones - including interim approvals by the Client and delivery dates of the reports*

The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the scope of work and ability to translate them into a feasible working plan.

A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here.

The work plan should be consistent with the Work Schedule of Form

c. Organization and Staffing.

In this section, you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and the tasks to be addressed by each team member and proposed technical and support staff

**FORM T5 - CURRICULUM VITAE (CV)
FOR PROPOSED PROFESSIONAL & TECHNICAL STAFF**

1. Proposed Position: [only one candidate shall be nominated for each position]

2. Name of Firm[Insert name of firm proposing the staff]

3. Name of Staff[Insert full name]

4. Nationality:

5. Education [Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:

-
-
-
-

6. Membership of Professional Associations:

.....
.....
.....

7. Other Training Indicate *significant training* since degrees under “5. Education” above were obtained]

.....
.....
.....

8. Countries of Work Experience: [List countries where staff has worked in the last ten years]:

9. Languages [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:

- English
- Portuguese
- Or other, please state _____

10. Employment Record [Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:

From [Year]: To [Year]:

.....

Employer:

Positions held:

<p>11. Detailed Tasks Assigned</p> <p><i>[List all tasks to be performed under this assignment]</i></p>	<p>12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</p> <p><i>[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.]</i></p> <p>Name of assignment or project: _____</p> <p>Year: _____</p> <p>Location: _____</p> <p>Client: _____</p> <p>Main project features: _____</p> <p>Positions held: _____</p> <p>Activities performed: _____</p>
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13. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.\

[Signature of staff member or authorized representative of the staff]

Date : *Day/Month/Year*

Full name of authorized representative:

FORM T6

Form COP24

CERTIFICATE OF CONFIRMATION OF NON-COLLUSION**Notes for the tenderer/bidder**

The essence of Open Tendering is that the Government of Bermuda shall receive bona fide competitive tenders from all persons tendering. In recognition of this principle, all companies submitting a tender will be required, by way of the signature of the Company Principle, state their agreement to the statements below, which indicates that the tender has been submitted without any form of collusion.

The Certificate of Confirmation of Non-Collusion is a mandatory requirement from all bidders. Any bids submitted which do not include a signed copy of the Certificate will be wholly rejected and will not be included in the evaluation process.

If it is later found that the undertakings made below have been breached at any stage of the process, the bidder will be expelled from the process immediately. In the event that this is discovered after a contract award, legal action may be taken against the bidder and/or any party involved in the matter.

False submissions may also exclude the bidder, and any other person or company involved in collusion, from bidding for future contracts tendered by the Government of Bermuda.

Confirmation of non-collusion

I/We certify that this is a bona fide Tender, intended to be competitive and that I/We have not fixed or adjusted the amount of the Tender or the rates and prices quoted by or under or in accordance with any agreement or arrangement with any other person.

I/We confirm that we have not received any additional information, other than that contained within the tender pack, or supplementary information provided to all bidders.

I/We also certify that I/We have not done and undertake that I/We will not do at any time any of the following acts:

- (a) communicating to a person other than the tender administrator the amount or approximate amount of my/our proposed Tender (other than in confidence in order to obtain quotations necessary for the preparation of the Tender for insurance) or
- (b) Entering into any agreement or arrangement with any other person that they shall refrain from tendering or as to the amount of any Tender to be submitted; or
- (c) Offering or agreeing to pay or give or paying any sum of money, inducement, gift /hospitality or valuable consideration directly or indirectly to any person in relation to this tender.

Signed

(1) _____ Status _____ Date _____

(2) _____ Status _____ Date _____

for and on behalf of

FORM F1 – FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the <insert name of > services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal.

Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures] for each service.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

FORM F2 (CONTRACT ANNEX 3)

SUMMARY & BREAKDOWN OF COSTS BY ACTIVITY

2.1 SERVICES

DELIVERABLE	QTY	TIMING	AMOUNT
TOTAL AMOUNT			

2.2 SUPERVISION SERVICES

DELIVERABLE	QTY	TIMING	AMOUNT
TOTAL AMOUNT			

Authorized Signature [*In full and initials*]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

FORM F3 (CONTRACT ANNEX 4)**BREAKDOWN OF REMUNERATION & REIMBURSABLE EXPENSES****3.1 REMUNERATION**

Information contained in this table shall only be used to establish payments to the Police Transcriber for possible additional services requested by the Client

SUMMARY & BREAKDOWN OF COSTS BY ACTIVITY

The following are fees for Transcription Services within a certain time period:

Time for completion of Transcription Service	Charge per page
14-day turnaround and over	\$ ----- per page
7-day turnaround	\$ ----- per page
3-day turnaround	\$ ----- per page
2-day turnaround	\$ ----- per page
Next day	\$ ----- per page

The following fees are for additional services:

Service	Charge
Covert recordings	\$ ----- per page
Recording of hearings/trials in courts	\$ ----- per page
Transcription of foreign language interviews	\$ ----- per page

REMUNERATION & REIMBURSABLE EXPENSES

Authorized Signature [*In full and initials*]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

APPENDIX A – BPS SERVICE REQUIREMENTS

- 1) The Bermuda Police Service may require transcriptions and/or summaries/records of recorded interviews on either audio, video or digital formats obtained under Bermuda Law by the Bermuda Police Service.
- 2) The recordings obtained may be interviews of suspects, witnesses or other recordings i.e. phone calls, radio transmissions etc.
- 3) A transcript is a full and accurate, written record of the recording produced on an agreed template. It must include such identifiers as are on the Police Service pro-forma and provide a full record of all that is in the recording. An indication of lengthy pauses should be included with time stamps and words that cannot be deciphered marked as [inaudible]. The transcript should identify persons speaking, periodic time occurrence and record correctly what is said. The spelling and punctuation should be accurate, but errors in grammar are not to be corrected. The format is provided by the Police Service and may change from time to time.
- 4) A summary is a precis, written formally using a third person style with good grammar and spelling, of what was said during the interview and included such elements as:
 - The reason for the interview and/or arrest
 - Establishment of legal requirements
 - The evidence – the suspect is being told what evidence there is against them so that they can admit it or refute it
 - Anything that helps prove the offence, for example that they did not have permission to do what was done
 - Admissions by the suspect
 - Denials by the suspect
 - Mitigating circumstances or alibis
 - Anything else relevant to incident
 - How they feels about the incident
 - Have they understood everything?
- 5) A video transcript may be either full or summary as above, but includes a note of body language and movements used to explain what is being said.
- 6) The company will receive DVD, Audio Tapes or a digitally recorded file by courier or e-transfer. These are logged onto a database and a full progress record kept of each recording. The Police Service will state whether a transcript or summary is required and will supply information such as identifiers, interviewee's their names and other information as required i.e. spellings of place names or locations referenced in any narrative.
- 7) The transcriptions and summaries will be carried out by trained staff on the company premises, using an approved template.
- 8) All work should be proofread and checked for accuracy before being returned to the police.
- 9) The Police Service will supply, and the company will maintain, information which will assist the company in producing first rate documents. This may include lists of officers,

- place names, proper names of persons mentioned in the recordings, road maps and telephone books.
- 10) The company will transmit the file by e-transfer or courier to a designated address. The Police Service will check that the files are complete, in good condition and confirm that the files can then be destroyed or deleted or returned to the BPS.
 - 11) The work undertaken for the BPS must be strictly secret and confidential. This means that no mention of any specifics or identifiers are made to spouses/partners, families, friends or other members of staff not involved in the production of recording. Any breach of this confidentiality could lead to the abandonment of a prosecution and forfeiting of any contract with the BPS.
 - 12) Confidential information includes details learned from the recordings, methods and procedures of the BPS, passwords and codes. Any breach of confidentiality by an employee must be notified to the police regardless of any disciplinary action undertaken by the company.
 - 13) Designated persons will be established between the company and the police to ensure no unauthorised persons can access the recordings. Any contact from persons outside of this established list whether purporting to be from a police officer, lawyer/solicitor, prosecutor or any supposedly authorised person must be assumed to be a breach of security. If any other person contacts the company for information the incident must be immediately reported to the BPS.
 - 14) Care must be taken by the company in possession of any recordings that no unauthorised persons may be able to see computer screens or documents i.e. contractors, cleaners, engineers etc.
 - 15) The company receiving documents, recordings or e-transfers must be able to demonstrate a clear audit trail for the movement, possession and subsequent deletion of any files including duplication and return submission.
 - 16) The designated police service representative must be allowed to visit any offices where records are held upon reasonable notice – five days’ notice of a non-emergency meeting will be deemed reasonable and identification cards will be required by the police.
 - 17) The company holding police recordings in a digital environment must be able to demonstrate proper safe guards and file security for encryption and data protection and virus attacks. The police are required to maintain similar vigilance so as not to transfer viruses to the company.
 - 18) The transcription provider will agree time periods to return the recordings for both urgent and non-urgent requests. Where there is a risk of falling short of these timelines, i.e. holiday periods, in agreement with the designated police contact the workload should be prioritised accordingly.
 - 19) An encrypted digital solution should be used in the transfer of any files between the police and the company.