



Request for Proposal – TechAwards Initiative

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INTRODUCTION

Purpose

Bermuda Economic Development Corporation (BEDC) seeks to identify a Project Coordinator to manage the 2015/16 Techwards initiative as part of Global Entrepreneurship Week. The Project Coordinator will be responsible for:

- Managing project based on specified plan
- Serving as liaison to the Steering Committee
- Receiving guidance from Steering Committee/Project Manager
- Supervising participants
- Seeking additional sponsorship where necessary
- Directing/leading team members toward project objectives
- Handling problem resolution
- Coordinating all events as part of the initiative

The Project Coordinator will report to the Project Manager: BEDC and be led by decisions made by the Steering Committee: Dept of Ecommerce and BEDC.

The goals and objectives for this project will focus on promoting and rewarding the local community for excellence in technology innovation and usage. As well as educating the public about current leaders in the Technology industry in Bermuda. In addition we will leverage the exposure that GEW has on an international level by including Tech Awards as one of the signature events. This will be accomplished by:

1. Utilising the established format for judging.
2. Partnering in events that promote the establishment of new eBusiness entrepreneurs during other GEW events
3. Coordinating a separate judging event, that also allows for networking and easier administration of the judging process
4. Participation and association with other technology related GEW events
5. Facilitating and managing an awards night that will highlight the TechAwards.

At the conclusion of the initiative we hope to accomplish:

- Tech Awards increases the nominations received
- International recognition of TechAward winner
- Encourage nominees to participate in a GEW featured event
- Public should have more knowledge about innovative technology solutions that exist in Bermuda

Award 3 businesses and 1 young person/group for their use of technology in innovative ways.

Background information

The Department of E-Commerce under the umbrella of the Ministry of Economic Development works to foster a culture of technology and e-business excellence by supporting, instigating and facilitating, as appropriate, the continued growth and advancement of technology, technology-related business, opportunities, legislation, skills and access, so that Bermuda continues to develop and be recognized as a prime and sophisticated jurisdiction in which to live and conduct business electronically. The Department's role is also that of a facilitator for technology awareness, access and skills development, supporting opportunities for technology education and training as well as opportunities for education through technological means.

The Tech Awards has historically been a way that the Department has been able to publicly recognise the outstanding achievements being made in Bermuda's information technology industry. This includes motivating and encouraging more development of the sector through academic, industry and charitable pursuits.

The GEW initiative meets several of the Department objectives such as promoting economic development, facilitating innovation, and creating opportunities, by encouraging entrepreneurship and innovation. This year GEW will take place from November 16th to 22nd, and Bermuda along with over 150 countries will spotlight how young people's ideas can contribute to global economic development. Thousands of activities and a captivating, interactive Web presence will inspire, connect, mentor, inform and engage people on an unprecedented scale.

The inaugural GEW Bermuda Host Committee was formed in 2008 and was comprised of representatives from BEDC, the then, Ministry of Business Development & Tourism, and, The Youth Entrepreneurship Initiative of Bermuda. In 2013 BEDC assumed the role as the coordinating organization for GEW which includes partnering with public and private organisations to help identify events during this week that will help to showcase and encourage entrepreneurship. GEW has become an annual event that focuses on the development of entrepreneurs.

TechAwards 2014/15

Following the 2013 format which had a number of program revisions, the 2014 Team was able to fine tune a couple of components. Key among these was the decision to have separate judging panels for each award, and to hold the interviews in separate sessions. The other was to contract with Bernews to conduct the "TechAwards People's Choice Poll".

Much of the other aspects of the 2013 Program Plan were continued including:

- Utilizing the website www.techawards.bm dedicated to the solicitation and recording of nominations from the public,
- Maintaining the 5 Award Categories:
 - Innovation of the Year Local
 - Innovation of the Year Global
 - Most Innovative Youth Project
 - Most Innovative New Mobile Application
 - People's Choice Award,
- Revision to the Judging Process to incorporate a presentation component allowing the judges to hear from the nominees and see firsthand the innovations being considered for the awards,
- Using the TechAwards Facebook page during the promotional campaign increase the outreach and keep interested participants informed on an ongoing basis,
- And as mentioned previously incorporating the awards ceremony into the Global Entrepreneurship Week activities.

The promotional campaign included over 280 direct emails to potential nominees, corporate contacts and other interested parties. There were 98 companies, organizations, or individuals nominations through the www.techawards.bm web site. Many were nominated multiple times. The people's Choice Award generated 34 nominations and had 635 votes through the Bernews Facebook Poll.

During the nomination process, judging sessions and invitation to awards program just over 900 direct emails were exchanged by the project team. There were some 300 customized jpeg-graphics created for the people's choice poll, awards certificate, program, and website banners. The project team sub-contracted with twelve vendors for products and services.

Over 240 people attended the Celebration of Entrepreneurship and Innovation in the XL Conference Room of the O'Hara Building on Thursday, November 20th. This event incorporated the TechAwards and the Rocket Pitch Presentations.

Project Scope

The TechAwards will again be held during GEW in 2015. The TechAwards going forward will continue to be a signature Global Entrepreneurship Week Event.

During GEW there will also be activities that will take place that highlight technology like:

- "Pitch Tech" a sub category of the Rocket Pitch Business Idea competition.
- Inspire eBusiness workshops and networking events.
- Sponsorship or implementation of a programme targeted to youth.
- Startup Weekend – weekend-long, hands-on experiences where entrepreneurs and aspiring entrepreneurs can find out if startup ideas are viable. Over a Saturday and Sunday, teams will discuss their ideas and develop, validate and/or dismiss ideas utilizing the tried LEAN Startup Methodologies in order to build a minimal viable product. On the Sunday evening teams demo their prototypes and receive valuable feedback from a panel of experts. This initiative must be driven by entrepreneurs, thus we will seek to partner by, participating as speakers, panellists, and sponsors of the event. As a result the opportunity exists to leverage funds received to support other GEW activities highlighting technology and creating a more impactful GEW Tech Awards.

BEDC in cooperation with a selected Project Coordinator will jointly decide TechAward's schedule of activities. Preliminary schedule calls for the awards presentation program to be held in November in conjunction with GEW. With the support of the Project Coordinator, the Tech Awards will be focused on three major categories and an optional 4th category:

1. Local Innovation of the Year – Selected by Judges
2. International Innovation of the Year – Selected by Judges
3. Youth Technology – Selected by Judges
4. People's Choice Award – this will be included only if we are able to identify a sponsor to cover the cost of promoting it and running it. In the past we utilized Facebook to run this contest at a generous expense. This year we intend to see if we can offset the expense of this component by utilizing a sponsor. If not, then this category will not be included.

In addition, BEDC proposes that we include a component within the GEW/Techawards events that will highlight youth technology. We would like to create an opportunity to engage more youth in technology and are interested in celebrating the accomplishments of existing Youth programmes specifically around technology. This could include facilitating a showcase event like a Hacathon by partnering with existing local organisations. This will be targeted to youth between 7 and 17 and will coincide with the celebration during GEW.

The execution of the project coordination activities would commence upon the date of the issuing of the contract and extend for 30 days beyond the yet to be determined date of the actual awards program.

Submission Deadline

Vendor proposals must be submitted by **5:00 pm Friday, June 19th, 2015**. Proposals received after the deadline will be deemed non-compliant and will not be considered.

Response Requirements

Please email responses to jlodge@bedc.bm .

Please include the following in your response:

- Project Plan/Methodology
- Proposed subcontractor plan (Name and address of any proposed subcontractor and their role)
- Proposed responsibilities of BEDC
- Costs – include total estimated costs for work that you will do and any additional costs that you think may be required based on plans as set out above

Selection

The successful vendor will be notified the week of **Monday June 22nd, 2015**

Contract

Execution by the successful vendor of a contract that outlines the terms, scope of work and costs will be required. The project will initiate after the contract has been fully executed. The BEDC shall incur no costs or liability to any vendor prior to initiation of the project. All contracts are subject to a final review by the BEDC advisory committee and/or board of directors.

Acceptance and Authority to Cancel the RFP

The BEDC will not be obliged to accept the lowest price or any of the proposals submitted during this process. Each vendor acknowledges and agrees that the BEDC will have no liability or obligation to any vendor, except to the vendor awarded a contract, if any. The BEDC reserves the right to cancel this RFP without any obligation or reimbursement for cost, materials or time allocated to vendor response preparation.

References and Qualifications

Before awarding a contract, the BEDC reserves the right to require the vendor to submit evidence of qualifications it deems appropriate. This evidence may include references from prior customers, information regarding business ownership and financial soundness and relevant technical experience of the vendor.

All applicants must provide proof that they are in good standing with their Government obligations.

Appendix 1 (Website)

Screenshot of TechAwards website (based on Joomla platform)

TECHAWARDS14



BERMUDA'S BEST IN TECHNOLOGY INNOVATION & CREATIVITY

Nomination Deadline **People's Choice Voting Period** **Judging Sessions** **Award Presentation**

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in information technology in Bermuda

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