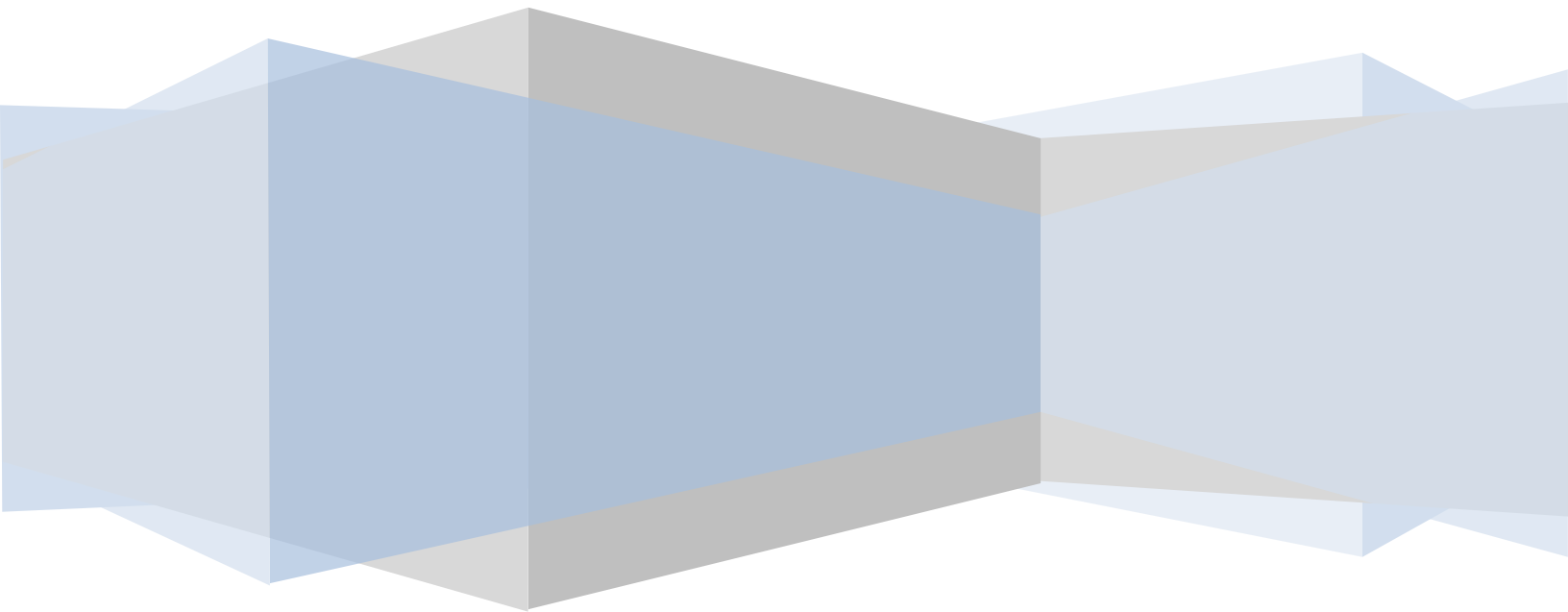




Request for Proposal

GEW Project Management and Event Planning Support





Bermuda Economic Development Corporation

www.bedc.bm

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Hamilton HM11, Bermuda

Telephone: (441) 292-5570
Fax: (441) 295-1600

BEDC – RFP **2022/02**

5 August 2022

Request for Proposals

BEDC Global Entrepreneurship Week (GEW) Coordinator

1. Executive Summary

- 1.1 The Bermuda Economic Development Corporation (BEDC) is seeking a event coordinator to provide event planning and administrative services for its 2022 GEW Events.
- 1.2 The following guidelines outline the process by which BEDC will elicit and evaluate proposals and award a contract.

2. Submission Deadline

Vendor proposals must be submitted by **5:00 pm Monday, August 22nd, 2022**. Proposals received after the deadline will be deemed non-compliant and will not be considered.

3. Proposal Submission

- 3.1 Proposals may be submitted via email to jlodge@bedc.bm , with a copy sent to kwilliams@bedc.bm. Emails that contain RFP proposal submissions should contain the following information in the subject line: “**BEDC GEW COORDINATOR RFP – <Company Name>**”.
- 3.2 All proposals and accompanying materials shall become the property of the BEDC upon receipt and will not be returned.
- 3.3 All conditions contained within this RFP shall be considered accepted by vendors that participate in this solicitation.
- 3.4 All information submitted with the RFP will be kept confidential. The BEDC is not obligated to award orders or contracts to vendors that participate in the RFP process.

- 3.5 Provisions of this RFP and the contents of the successful proposal may be included in the final contract.

4. Vendor Response Requirements

- 4.1 A description of BEDC's vision of the project is set forth in the Project Scope included in the RFP. Vendors should contemplate and incorporate the details of the Project Scope in their proposal submissions.

4.2 **Submissions must include the following information:**

4.2.1 **Project Methodology** – A description of the proposed approach for conducting the requirements.

4.2.2 **High Level Project Plan** – This will show how the vendor proposes to approach the project and will comply with the cost schedule referred to in paragraph 4.2.6 below.

4.2.3 **Proposed Subcontracting Plan** – The name, address and payroll tax id number of any proposed subcontractor must be included. Additionally, the proposal must identify specific tasks, if any, that will be assigned to the subcontractor(s). The BEDC reserves the right to evaluate and refuse the use of any subcontractor.

4.2.4 **Proposed Responsibilities of the BEDC** – A list of any proposed tasks/expectations of the BEDC must be included in the proposal.

4.2.5 **Cost** – A statement of the total estimated costs for videography and photography services.

4.2.6 **Social, Environmental and Economic Factors** – The proposal must include the following information:

4.2.6.1 Percentage of workforce that is Bermudian;

4.2.6.2 A statement regarding whether the vendor currently offers or is willing to offer an apprenticeship or other training position;

4.2.6.3 A copy of the vendor's environmental policy if one exists;

4.2.6.4 A statement regarding whether the vendor has participated in any training or programs related to business skills.

4.2.7 **Signature** – The proposal must contain the signature of a duly authorized officer or agent of the company submitting the proposal.

4.2.8 **Confirmation of Non-Collusion** – The proposal must contain a Certification of Confirmation of Non-Collusion signed by a duly authorized officer or agent of the company submitting the proposal.

5. Pre-submission Information

All inquiries regarding this RFP must be made by email with "BEDC GEW RFP INQUIRY" in the subject line, by **Monday, August 15th, 2022**. Please send all inquiries to

jlodge@bedc.bm with a copy to kwilliams@bedc.bm. All vendors will be notified of the inquiries, without identifying the source, along with the response provided by the BEDC.

6. Vendor Responsibility

It is the responsibility of the vendor to ensure that it has a thorough understanding of the instructions and requirements set forth in this RFP. If additional information or clarification is needed, questions should be submitted in writing as described in section 5 above.

7. Amendments

Prior to the submission deadline, the BEDC may modify, amend or revise any guidelines and/or requirements within this RFP. The BEDC will notify all vendors in writing of any change(s) to the RFP, including any change to the submission deadline and/or any subsequent date for new submissions.

8. Evaluation Process

- 8.1 All proposals submitted to the BEDC may be evaluated in a two-stage process. The first stage will result in a short list of prospective vendors. The short listed vendors may be asked to attend an interview and present their proposals before the BEDC RFP scoring committee.
- 8.2 Proposals will be evaluated based on responsiveness to the requirements of this RFP as well as the quality and effectiveness of the proposal.
- 8.3 It is anticipated that the successful vendor will be selected by **August 29th, 2022**. All vendors who submitted proposals will be notified of the identity of the successful vendor.

9. 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.

10. 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.

11. 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.

12. Delivery

12.1 A public notice will be posted on our website. This RFP can be downloaded from our website. The RFP will also be sent out through our Business Register. In addition, it will be delivered via email upon request.

13. General

13.1 All proposals will be considered final upon receipt. No additions, deletions, corrections or adjustments will be accepted after submission.

13.2 Proposals received after the submission deadline will be deemed non-compliant and categorized as a “NO BID”. The time stamp for proposals submitted electronically will be that of the BEDC mail server. It is the vendor’s responsibility to allow sufficient time for electronic transmission and/or physical delivery of their proposal.

13.3 Following award and acceptance of the final contract, payments will be made in accordance with the terms and conditions set forth in the final contract.

14. Project Authorities

Executive Sponsor

Erica Smith, Executive Director of BEDC

Contract Authority

Keitha Caines, Director of Finance Data & Administration

Project Driver

Jamillah Lodge, Communication & Development Director

15. Summary of Key Dates

Request for Proposals sent

August 5, 2022

Deadline for inquiries

August 15, 2022 5:00pm (AST)

Submission Deadline

August 22, 2022 5:00pm (AST)

Vendor selection (this date subject to change and respondents will be notified accordingly)

August 29, 2022

Project Scope

1. Introduction

During one week in November the world spotlights how young people's ideas can contribute to global economic development. GEW Global, which started in 2008 with the Kauffman Foundation and the UK's Make your Mark organization, has grown to include Host Committees in over 180 countries. With the help of governments and non-government organizations, Host Countries coordinate events ranging from invention competitions to local entrepreneurship summits designed to stimulate creative solutions, jumpstart innovation and celebrate the entrepreneurial spirit, especially among young people.

The Bermuda Host Organisation is the Bermuda Economic Development Corporation and works with the Youth Entrepreneurship Initiative of Bermuda (registered charity no. 616), and the Economic Development Department to deliver on the following key objectives:

- **ENGAGE** Provide a platform for thought leaders to work together in fostering an entrepreneurial ecosystem.
- **INSPIRE** Introduce the notion of entrepreneurial activity to those who have never considered it while motivating aspiring entrepreneurs to launch new start-ups.
- **CONNECT** Facilitate connections to help build and expand networks across national boundaries.
- **MENTOR** Create an environment conducive to the sharing of ideas and experiences that are invaluable in moving from ideation to launch.

- 1.1 The successful vendor will develop a response for the proposed project scope outlined below.

2. Vision of the Project

2.1 Vision Statement

The BEDC is searching for an enthusiastic event coordinator with a "can-do" attitude to assist our organization in hosting events that enhance our organization's image, improve client loyalty, and enhance our brand-to-client experience. The event coordinator will be tasked with researching and securing venues, assisting with planning and managing the GEW events' calendar, negotiating quotes and agreements with vendors, monitoring timeframes and budgets, networking, and delivering on event brief objectives. Your creativity, organizational skills, and vision will assist our organization in amplifying brand visibility, enhancing client and employee relations, and improve our organization's growth through events that effectively communicate business strategy and brand personality.

The ideal candidate for this role should demonstrate exceptional organizational abilities, superb interpersonal skills, multi-tasking skills, and excellent time-management. The noteworthy event coordinator should reinforce client-to-business relations, improve the organization's image, and effectively deliver on event objectives.

Each event has a BEDC Lead that is managing the event. The successful candidate will work with the event lead to help to deliver on the vision for the event. In addition, they will work with the Communication & Development Unit (CDU) and 3rd party vendors and partners who the BEDC has contracted.

2.2 Requirements

- 2.2.1 liaise with project leads to find out their exact event requirements
- 2.2.2 produce detailed proposals for events (including timelines, venues, suppliers, legal obligations, staffing and budgets)
- 2.2.3 research venues, suppliers and contractors, then negotiate prices and hire
- 2.2.4 manage and coordinate suppliers and all event logistics (for example, venue, catering, travel)
- 2.2.5 liaise with CDU team to publicise and promote the event
- 2.2.6 manage all pre-event planning, organising guest speakers and delegate packs
- 2.2.7 coordinate suppliers, handle client queries and troubleshoot on the day of the event to ensure that all runs smoothly and to budget
- 2.2.8 Give BEDC updates and briefings on event progress
- 2.2.9 organise facilities for car parking, traffic control, security, first aid, and hospitality
- 2.2.10 make sure that insurance, legal, health and safety obligations are followed if needed
- 2.2.11 oversee the dismantling and removal of the event and clear the venue efficiently
- 2.2.12 produce post-event evaluation to inform future events
- 2.2.13 follow up bi-weekly (initially) and weekly (as event date approaches) with project leads to ensure progress is made and event is on track

2.3 Audience

The events are targeted to the public including individuals with the desire to operate a business in Bermuda. Most of these individuals are local; however, some individuals are based abroad.

The following is a list of the project stakeholders:

- a. BEDC Staff – project leads
- b. Participants in the events including Small and medium sized business owners
- c. Sponsors
- d. Employees
- e. Judges
- f. Partners – other organizations (Ignite, Driven Society, YEI, EDD, the Banks, etc.)

3. Project Concept

- 3.1 This project will provide coordination, administrative and event planning support leading up to and during GEW activities that will take place from November 1st - November 30th 2022.

4. Problem/Opportunity

- 4.1 An opportunity exists to provide administrative, coordination and event planning support to the BEDC Staff to help plan the GEW 2022 events.

5. Scope

- 5.1 The overall scope of this project is to help coordinate events that will occur during GEW 2022 and to provide event planning support for the events as listed below:

Event	Day	Date	BEDC Lead	Form at	Time	Venue
InspireCon/EBI Chat & Chew	Wed	2-Nov	Jamillah Lodge	Live	4:30 - 6:30 pm	Bacardi
InspireCon	Thurs	3-Nov	Jamillah Lodge	Live	6 pm - 9 pm	TBD
Festival of Entrepreneurship	Fri	4-Nov	Donte Hunt/Dennis Carter	Live	5:30 pm -10 pm	Front Yard or Ocean View
BEDC Awards	Sat	12-Nov	Keitha Caines, Valita Brown	Live	6 pm – 10 pm	Dolphin Quest
RP Pitch Bootcamp	Fri	12-Nov	Maryem Biadillah	Live	4:30 pm- 7 pm	Ignite Hub
Rocket Pitch Finals	Tues	15-Nov	Kelsea Williams, Deshun Simmons	Live	6 pm – 10 pm	Bacardi
Men's breakfast	Fri	18-Nov	Ray Lambert	Live	9:30 am – 11 am	TBD
WEDC Retreat	Fri – Sun	18-20-Nov	Colina Outerbridge	Live	Fri – 6pm Sat – 8:30 - 5:00pm Sun – 6:30 am	Cambridge Beaches
Fisher's Day, Fish Fry	Mon	21-Nov	William Spriggs, Jonathan Starling	Live	TBD	TBD

5.2 The detailed scope should include, but is not limited to the following criteria:

- 5.2.1 Meet with project leads of the various events as necessary.
- 5.2.2 Make recommendations resources needed to provide a high level event
- 5.2.3 Identify vendors to partner with to deliver on the project lead's vision.
- 5.2.4 Provide event planning support including decorating as necessary
- 5.2.5 Manage the events utilising a Project Plan or other tool which CDU and Project Leads can use to stay on task.
 - 5.2.5.1 Create task and/or work break down structure;
 - 5.2.5.2 Estimate task duration; and
 - 5.2.5.3 Milestone identification and timeline development.

6. Contacts

It is anticipated that the following contacts will need to be consulted during the development of vendor responses:

Jamillah Lodge – Communication & Development Director, BEDC

Kelsea Williams – Communication & Development Officer, BEDC

Deshun Simmons – Assistant Communication & Development Officer, BEDC

Overview of BEDC

1. Business Overview

2.4 Background

The Bermuda Economic Development Corporation (BEDC) was established in 1980 as the Bermuda Small Business Development Corporation (BSBDC). This joint venture between Bermuda's banks and the Government was formed to actively assist the development of a strong, well-managed and prosperous small business sector in Bermuda. In 2011, the BSBDC Act was amended to expand its remit. As a result the BSBDC changed its name to BEDC to encompass its expanded legislation. Under the new legislation the Corporation performs the following functions:

- a. the granting of loans or other forms of financial assistance, to assist persons in establishing, carrying on or expanding small businesses, medium-sized businesses and entities within economic empowerment zones;
- b. the provision of technical advice or assistance to persons who are seeking or who are granted financial assistance;
- c. to operate and manage markets;
- d. to oversee and manage the development and implementation of the economic empowerment zones; and
- e. the maintenance of a Register of Small Businesses, Medium-Sized Businesses and Economic Empowerment Zone Business Entities,

Under the BEDC Act 2011, a "Small business" is defined as: Bermudian – owned and managed, operating locally, having an annual gross payroll not exceeding five hundred thousand dollars (\$500,000) and having annual sales revenues of less than one million dollars (\$1,000,000).

Under the BEDC Act 2011, a "medium sized business" is Bermudian owned & owner operated – business enterprise with at least three of the following attributes:

- a. Gross annual revenues between \$1 million and \$5 million
- b. Annual payroll between \$500K and \$2.5 million
- c. A minimum of 11 and a maximum of 50 employees
- d. In operation for a minimum of 10 years
- e. Net Assets of less than \$2.5 million

Appendix B

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 he 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

Date _____

Printed Name and Title

Company Name

Date _____

Printed Name and Title

Company Name



REQUEST FOR PROPOSALS FORM of TENDER

All sheets form part of the tender

LUMP-SUM BID

TO: EXECUTIVE DIRECTOR - BERMUDA ECONOMIC DEVELOPMENT CORPORATION

Having examined the tender documents as well as the relevant conditions affecting this work, we the undersigned, offer to complete the project for the sum of:

(Figures) **BD\$**

(Words) **Bermuda Dollars**

We agree to abide by this tender for sixty (60) calendar days from the date fixed for receipt of tenders and understand that you may accept/reject any bid you may receive.

CONSULTANT INFORMATION

1. CONSULTANT'S PAYROLL TAX NO.:

2. CONSULTANT'S SOCIAL INSURANCE NO.:

FINANCIAL STABILITY

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 and Payroll Tax.

If in arrears that we have a signed agreed payment plan(s) and are making the payments as per the agreement.

SIGNED (Block Letters):

(Signature):

ON BEHALF OF:

(Company)

ADDRESS:

COMPANY FAX. NO.:

COMPANY EMAIL:

COMPANY PHONE NO.:

(Main/Cell)

DATED: