



CAYMAN ISLANDS GOVERNMENT

Request for

For

Professional Services to Develop and Deliver a Comprehensive Future Trends Report

Reference No.:

Issued: Thursday, 21 September 2023 12:00 pm

Submission Deadline: Thursday, 19 October 2023 @ 12:00 pm

Table of Contents

<i>PART 1 - INVITATION AND SUBMISSION INSTRUCTIONS</i>	3
1.1 Invitation to Bidders	3
Overall Project Timeline	9
1.2 Procurement Contact	9
1.3 Type of Contract for Deliverables	9
1.4 Procurement Timetable	9
1.5 Submission of Bids	10
<i>Part 2 - Rules & Procedures of the Procurement Process (without Dialogue)</i>	11
<i>APPENDIX A - PROCUREMENT PARTICULARS</i>	12
THE DELIVERABLES	12
IMPORTANT PROJECT DISCLOSURES	12
RATED CRITERIA	14
PRE-CONDITIONS OF CONTRACT AWARD	17
<i>APPENDIX B - SUBMISSION FORM</i>	18
<i>APPENDIX C - PRICING FORM</i>	20
<i>APPENDIX D - CONTRACTUAL TERMS & CONDITIONS</i>	22
<i>APPENDIX E - LOCAL INDUSTRY IMPACT STATEMENT</i>	23

PART 1 - INVITATION AND SUBMISSION INSTRUCTIONS

1.1 Invitation to Bidders

This request is an invitation by the Cayman Islands Government (“CIG”) to prospective bidders to submit bids for a procurement as further described in Section A of the Procurement Particulars (Appendix A) (the “Deliverables”).

Background

The current Government Administration has taken a transformative approach to how government policies and services are both determined and delivered. First and foremost, it has put the most important aspect of our country – our people, at the epicentre of all that they do. As such, their goal is to ensure that everything the Government delivers emanates from the needs and wishes of Caymanians. The intent is that all policies and services are designed, delivered and monitored to provide optimal results for the people of the Cayman Islands.

To meet the commitments of this new approach the Government must seek to understand the long-term aspirations Caymanians have for their country, understand the drivers of change, the future trends and scenarios related to risks and opportunities. To achieve these ambitions, it will be necessary to embed new ways of working across the government and within departments and the government systems. Through the intervention defined in this business case, the Government seeks to access the services needed to inform this new approach.

This project is an enabling project that supports the Government to deliver on its Broad Outcomes (2024-2026) as defined in the Strategic Policy Statement (2024-2026):

- To improve quality of life for Caymanians;
- To enhance competitiveness while meeting international standards;
- To future proof to increase resiliency;
- To modernise Government to improve public sector performance; and
- To protect and promote Caymanian culture, heritage and identity.

The rationale for this project and the drivers for this intervention are encapsulated in the following objectives. They answer the question, “why are we undertaking this project?” but must be viewed within their role a tool to enable the Government to achieve its Broad Outcomes (2024-2026). Investment objectives:

- a. To understand the trends and drivers likely to shape the future of the Cayman Islands.
- b. To understand the needs and priorities of the citizens of the Cayman Islands.

To understand the trends and drivers that are likely to shape the future of the Cayman Islands.

The Cayman Islands’ Economics and Statistics Office (ESO), a department of the Government of the Cayman Islands, is made up the:

- Statistics Unit with responsibility for producing the country’s official national statistics and for providing statistical assistance to government organizations; and

- Economics Unit with responsibility for generating the official macroeconomic forecasts mandated in the Public Management and Financial Act, and the requisite macroeconomic modelling, monitoring, reporting and research.

The Statistics Unit provides official statistics in accordance with the Statistics Law of the Cayman Islands and internationally accepted standards. Some of these are:

- Population and demography
- Labor force and employment
- Household expenditure, earnings and physical assets
- Housing characteristics (survey data)
- Consumer price index (CPI)
- Overseas trade
- Sector statistics compiled from various sources

The Economics Unit produces the following information sets to assist decision-making in the government and private sector:

- Forecasts of GDP growth, inflation, employment and the current account of the balance of payments as presented in the Strategic Policy Statement of the government.
- Quarterly economic reports: these summarize trends of national indicators (imports, employment, CPI, money supply and credit to sectors) and sector indicators (finance, tourism, housing and property transfers).
- Annual economic reports: these provide an overview of the state of the Cayman Islands' economy as at year-end and consists of: ⇒ The global and regional economic performance and outlook including global tourism and finance; ⇒ Local macroeconomic performance, fiscal performance, sector developments and outlook for the following year.
- Country data requested by international and regional agencies, and by the private sector and civil society.
- Economic studies or research commissioned by the government or regional organizations, including economic impact assessment.

To understand the needs and priorities of the citizens of the Cayman Islands.

In 2023 the Cayman Islands Government introduced a Public Consultation Hub. Through this online platform the general public and interest groups have the opportunity to contribute views, information and ideas on government policy in an open, transparent and structured way. This platform helps to shape new projects, legislation and government policy. Since its launch in 2023, seven public consultations were delivered through the Public Consultation Hub.

Many entities within the Cayman Islands Government utilise some form of public engagement to help inform the development and implementation of public policy. These include focus groups, town hall meetings, invitations to provide feedback and surveys.

The data and reports published by the Cayman Islands' Economics and Statistics Office support the Government in making policy decisions and to plan for the future.

Across the Government, work is delivered by Entities which contribute to achieving the investment objectives of this project. The work being delivered is developed and executed is somewhat within a silo

culture and with limited and inconsistent engagement of stakeholders. The work delivered does not adequately leverage the benefits of utilising a strategic and whole-of-government approach to realising these investment objectives and utilising data and information in a strategic manner.

The Government does not have a comprehensive analysis of the key future trends and scenarios relevant to the Cayman Islands. This poses a substantial challenge to the Government's ability to understand what the future may hold and to proactively respond to the risks and opportunities of that future. Not having this information also poses a threat to the resilience of the country and its ability to prepare for future threats.

It is widely accepted that the most effective public services are those that understand and respond to the needs and priorities of citizens. By achieving the investment objectives, the Government will be equipped with essential evidence and insight to inform its approach to public service reforms and the efficient planning and delivery of public services.

The Future Trends Report will assemblage, in one accessible place, a range of information to assist Cayman Islands citizens and policymakers in understanding the trends and drivers likely to shape the future of the Cayman Islands. The Report should:

- Enable citizens to understand trends and potential future scenarios for the Cayman Islands, enabling them to participate in creating a future-focused vision; and
- Enable the Government to identify opportunities and threats facing the country, so it can prioritise longer-term policy or resource interventions with the aim of preventing costly social environmental or economic problems in the future; i.e. spend now to save later.

The Future Trends Report should also:

- Identify the most relevant future trends and scenarios for the Cayman Islands;
- Be available to use as part of the dialogue and beyond;
- Identify the key social, environmental, economic and cultural trends for the Cayman Islands;
- Identify drivers of change;
- Identify potential scenarios for the Cayman Islands in 2050; and
- Be accessible and easy to use and understand by stakeholders.

The objectives of the Future Trends Report, which will become a valuable resource for guiding decisions, policies, and actions to shape a prosperous and sustainable future for the country, needs to:

- a. Identify Key Trends: Analyze and identify the most significant economic, social, technological, health and environmental trends that will shape the country's future;
- b. Forecast Future Developments: Provide insights into potential scenarios and trajectories for the country's economic, environmental, technological, cultural and social landscape up to 2050;
- c. Inform Decision-Making: Offer data-driven information and strategic recommendations to aid stakeholders in making informed decisions across sectors and industries;
- d. Support Policy Formulation: Provide valuable inputs for policymakers to develop effective policies that address emerging challenges and capitalize on future opportunities;
- e. Assess Risks and Opportunities: Identify potential risks, uncertainties, and disruptive factors that may impact the country's opportunities for holistic economic, social and environmental development;
- f. Enhance Competitiveness: Offer insights into the country's competitive advantages and opportunities for growth in the global market;

- g. Enable Business Planning: Help businesses in the country to adapt to changing market conditions, innovate, and strategize for future success;
- h. Foster Sustainable Development: Highlight sustainable practices and opportunities for synergetic economic, social and environmentally friendly initiatives to ensure long-term holistic sustainability;
- i. Promote Innovation: Identify areas with potential for technological advancements and innovation to drive economic growth and societal progress;
- j. Facilitate Investor Confidence: Provide a clear understanding of the country's potential future direction to attract domestic and foreign investment;
- k. Enhance Public Awareness: Disseminate valuable insights to the public to increase awareness and understanding of the country's future challenges and opportunities; and
- l. Encourage Collaboration: Promote collaboration among stakeholders, including government, businesses, academia, and civil society, to collectively work towards the country's balanced future development.

The scope of this project for the vendor includes the following:

- a. The design, analysis and production of a *Future Trends Report* which will identify the most relevant future trends and scenarios for the Cayman Islands. Components to be included:

- i. Economic Trends:

- 1. Projected economic growth rates and forecasts.
 - 2. Emerging industries and sectors with growth potential.
 - 3. Impact of global economic trends on the country's economy.
 - 4. Potential challenges and opportunities in the business environment.

- ii. Technological Trends:

- 1. Advancements in technology and potential disruptions.
 - 2. Adoption of emerging technologies in various sectors.
 - 3. Implications of automation and artificial intelligence.
 - 4. Digital transformation and its impact on industries.

- iii. Social and Demographic Trends:

- 1. Changing demographics and population dynamics.
 - 2. Social attitudes and consumer behavior shifts.
 - 3. Emerging societal concerns and their influence on policies.

iv.Environmental Trends:

1. Climate change and its potential impact on the country.
2. Environmental regulations and sustainability efforts.
3. Green technologies and eco-friendly practices.

v.Cultural Trends:

1. Evolving cultural values and societal attitudes, considering factors such as globalization, migration, and generational shifts.
2. Impact of cultural trends on consumer behavior, lifestyle choices, and preferences that may influence business opportunities and market dynamics.
3. The role of cultural heritage, arts, and creative industries in contributing to the country's identity and potential for cultural tourism growth.

vi.Health Trends:

1. Identifying and analyzing significant health trends and patterns considering factors such as disease prevalence, healthcare infrastructure, demographic health indicators, and disabilities trends.
2. Examine the potential impact of health trends on the country's population, workforce, and overall well-being, including individuals with disabilities. To plan the necessary services and support for the future, a comprehensive understanding of the diverse population of individuals with disabilities is essential.
3. Evaluate the implications of health-related developments on the healthcare sector, including opportunities for advancements and potential challenges to address the healthcare needs of individuals with disabilities.
4. Identify opportunities to proactively address health challenges and costs by reviewing factors such as exercise, sports, diet, mental health and social dynamics.

vii. Industry-Specific Trends:

1. Sector-specific forecasts and growth potential.
2. Market trends, challenges, and opportunities.
3. Competitive landscape and key players' strategies.

viii.Workforce and Skills Trends:

1. Changes in the job market and demand for specific skills.
2. Labor force demographics and talent shortages.
3. The impact of automation on the workforce.

ix.Infrastructure and Urbanization Trends:

1. Infrastructure development plans and projects.
2. Urbanization and its effect on areas and districts.
3. Transportation.
4. Cohesive and synergetic approach to planning infrastructure, environmentally friendly physical development, and transportation.

x. Drivers of change:

1. Identification of overarching trends and factors, both domestic and global, that are likely to act as catalysts for significant changes across various sectors and aspects of the country.
2. Analysis of the potential implications of these drivers and trends on the country's economic, social, technological, environmental, and cultural landscape.
3. Assessment of the interplay between multiple drivers and trends and how they might create synergistic or conflicting effects, shaping the overall future direction of the Cayman Islands.

xi. Potential Scenarios for the Cayman Islands in 2050:

1. Develop multiple plausible future scenarios, each exploring distinct trajectories that the Cayman Islands might take by the year 2050.
2. Consider a range of factors, including economic growth, technological advancements, environmental sustainability, social development, demographic shifts, and geopolitical dynamics, to construct these scenarios.
3. Analyze the potential consequences and implications of each scenario, assessing the opportunities, challenges, and risks associated with the envisioned futures.
4. Present the scenarios in a clear and coherent manner, helping stakeholders gain valuable insights into the potential paths that the Cayman Islands might follow in the coming decades.

xii. Risk Analysis:

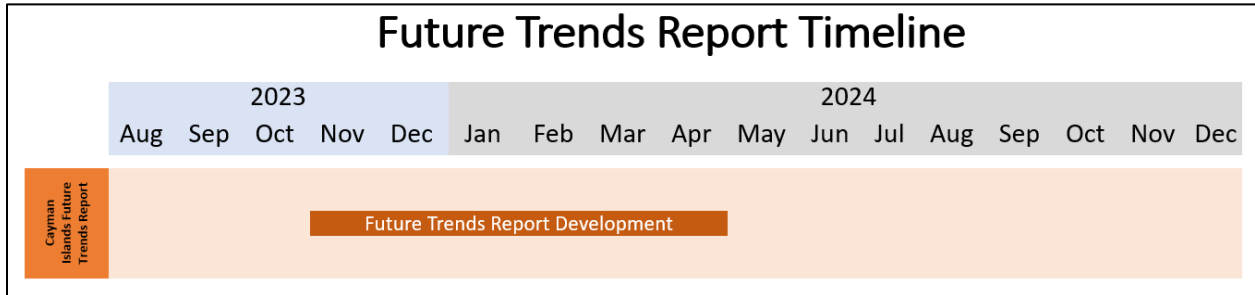
1. Identification of potential risks and uncertainties.
2. Scenarios for potential disruptions and their impacts.
3. Strategies for risk mitigation and contingency planning.

xiii. Recommendations:

1. Actionable insights and strategic recommendations based on the identified trends.
2. Prioritized steps to capitalize on opportunities and address challenges.

b. The future trends report should be data-driven, well-researched, and presented in a clear and structured format. It should provide a holistic view of the country's potential future developments, enabling the country to make informed decisions in various areas such as business, investment, socio-economic development that will influence policy-making and strategic planning.

Overall Project Timeline



This is a proposed timeline and may be changed by CIG at any time.

1.2 Procurement Contact

For the purposes of this procurement process, the “Procurement Contact” will be Simon Amos at Simon.amos@gov.ky

Questions and clarification on this procurement must be submitted via Bonfire during the question period. Bidders and their representatives are not permitted to contact any employees, officers, agents, elected or appointed officials or other representatives of CIG, other than the Procurement Contact or the Central Procurement Office, concerning matters regarding this procurement. Failure to adhere to this rule may result in the disqualification of the bidder and the rejection of the bidder’s bid.

1.3 Type of Contract for Deliverables

The selected bidder(s) will be requested to enter into contract negotiations to finalize an agreement with CIG for the provision of the Deliverables. The Contractual Terms & Conditions (Appendix D) will form the basis for negotiations between CIG and the selected bidder.

1.4 Procurement Timetable

Issue Date	Thursday, 21 September 2023 @ 12:00 pm
Pre-Bid / Site Meeting	N/A
Deadline for Questions	Monday, 09 October 2023 @ 12:00 pm
Deadline for Issuing Answers to Questions	Wednesday, 11 October 2023 5:00 pm
Submission Deadline	Thursday, 19 October 2023 @ 12:00 pm
Rectification Period	5 Business Days
Anticipated Outcome Notification Date	27 October 2023 @ 12:00 pm
Contract Negotiation Period	2 weeks
Anticipated Execution of Agreement	Friday, 10 November 2023

The timetable is tentative only and may be changed by CIG at any time. For greater clarity, business days means all days that CIG is open for business.

1.5 Submission of Bids

1.5.1 Bids to be Submitted at Prescribed Location

Bids must be submitted at: <https://cayman.bonfirehub.com/opportunities/103993>.

If you are unfamiliar with Bonfire, a step-by-step guide for how to make a submission can be found here: <https://vendorsupport.gobonfire.com/hc/en-us/articles/6832869814551-Creating-and-Uploading-a-Submission->.

1.5.2 Bids to be Submitted on Time

Bids must be submitted at the location set out above on or before the Submission Deadline. Bids submitted to a difference location or after the Submission Deadline will be rejected.

1.5.3 Bids to be Submitted in Prescribed Format

Where templates are provided, they must be completed in keeping with the instructions provided. Material modifications to templates may result in elimination. Unless specifically requested in Appendix A, the content of websites or other external documents referred to in the bidder's submission but not attached will not be considered to form part of its submission.

1.5.4 Amendment of Bids

Bidders may amend their bids prior to the Submission Deadline by following the instructions found here: <https://vendorsupport.gobonfire.com/hc/en-us/articles/6848514343447-Can-I-revise-my-submission->.

1.5.5 Withdrawal of Bids

At any time throughout the process until the execution of a written agreement for provision of the Deliverables, a bidder may withdraw a submitted bid. To withdraw a bid, a notice of withdrawal must be sent to the Procurement Contact and must be signed by an authorized representative of the bidder. CIG is under no obligation to return withdrawn bids.

1.5.6 Important Submission Information

The Cayman Islands Government uses a Bonfire portal for accepting and evaluating submissions digitally. Please visit Bonfire's help forum at <https://vendorsupport.gobonfire.com/hc/en-us> for Bonfire system technical questions. You can also contact the Central Procurement Office (<https://www.procure.gov.ky/contact>).

It is recommended that all submissions are started as early as possible but **at least 1 day prior to the submission deadline. Submissions are not accessible by anyone until after the submission deadline.** Please do not embed any documents within your uploaded files, as they will not be accessible or evaluated. You will receive an email confirmation receipt with a unique confirmation number once you finalize your submission.

PART 2 – RULES & PROCEDURES OF THE PROCUREMENT PROCESS (WITHOUT DIALOGUE)

The rules and procedures can be found here: <https://www.procure.gov.ky/rules-procedures-procurement-without-dialogue>

Please ensure that you read and understand these rules and procedure.

APPENDIX A – PROCUREMENT PARTICULARS

THE DELIVERABLES

The selected bidder is required to:

1. Assist the Cayman Islands' Economics and Statistics Office and other relevant public entities with the development of systems that collect, manage and report the trends and drivers required for the Future Trends Report;
2. Prepare a comprehensive Future Trends Report that:
 - a. includes economic, social, technological, and environmental factors;
 - b. provides in-depth insights, data analysis, and strategic recommendations;
 - c. includes an extensive breakdown of research methodologies, data sources, and analysis techniques used; and
 - d. includes a concise summary and overview of the key findings and strategic recommendations for busy stakeholders.
3. conduct a minimum of 10 presentations on the Future Trends Report to stakeholders including citizens, and all key stakeholders. The presentations should:
 - a. be attractive, visually engaging and convey the key findings and future trends in a concise and easily understandable manner;
 - b. consider persons with disabilities, older persons, etc.;
 - c. target a general audience, making it accessible to citizens from all walks of life, including non-experts; and
 - d. highlight the most critical future key items and their potential impact on the Cayman Islands.
4. conduct a minimum of 10 training and guidance workshops on the Future Trends Report to stakeholders including citizens and all key stakeholders on the effective use of the Report and the application in policy making;
5. develop and deliver a digital interactive dashboard/tool that allows stakeholders to explore data trends dynamically and customize visualizations based on their preferences; and
6. provide all project management services including project assurance at different stages of the project lifespan, change management arrangements, benefits realisation and plans, including benefits register, risk management arrangements and plans, including a risk register, contract management arrangements and plans, post evaluation arrangements and plans and the development of a contingency plan.

IMPORTANT PROJECT DISCLOSURES

1. Potential suppliers must be able to supply all of the deliverables to be eligible for contract award.
2. Vendors are encouraged to review the "Requested Information" related to this project in Bonfire and prepare submissions in line with what is seen in that section. Each piece of requested information seen in this section will outline the file type, number of files allowed and other important information. Failure to do this can result in difficulties making your final submission and the potential of missing the submission deadline.
3. All submissions must have an irrevocability period of ninety (90) days from the closing date of the opportunity.

4. For procurements seeking customer-facing technological solutions including software implementations, CIG aligns to the UK Government's Service Standard and Cloud-First Policy. Potential suppliers must acknowledge the standards and mandatory requirements outlined herein if submitting bids for a customer-facing technological solution.
5. Obligations
 - a. The vendor will be required to accept the terms and conditions enclosed in the Cayman Islands Government's Contract. A draft of the terms and conditions has been attached for the vendor's review as an addendum to this RFP.
 - b. At all times during the provision of services under this Agreement, the Vendor is required to maintain, confidentiality and compliance with the relevant international legislation, regulations as well as local jurisdictional laws and regulations. This includes (but not limited to) the Cayman Islands Data Protection Act (2021 Revision). Non-disclosure obligations must be strictly adhered to.
 - c. The Vendor shall hold the CIG, its officers, agents, servants and employees, harmless from liability of any nature or kind on account of use of copyrighted or un-copyrighted composition, secret process, patented or un-patented invention, article, or appliance furnished or used under the quotation.
 - d. All intellectual property developed exclusively for this project will be owned by CIG. The outcomes of this research will play a vital role in fostering future discussions and shaping the vision for the future of the Cayman Islands.
 - e. In providing the service, the vendor will not infringe or violate the copyright and other intellectual property rights of third parties.
 - f. The vendor is responsible for securing various rights, licenses, clearances and other permissions related to works, graphics, databases or other copyrighted materials to be used or otherwise incorporated in the project.

MANDATORY REQUIREMENTS

Information requested in this section will be assessed on a **Pass/Fail basis**. If a submission fails to satisfy a mandatory requirement, the bidder will be issued a rectification notice identifying the deficiencies and providing the bidder an opportunity to rectify the deficiencies within a given period.

Evaluation Group 1	
Requested Information	Criteria for a Pass
Submission Form (Appendix B)	Each submission must include a Submission Form completed and signed by an authorized representative of the bidder.

RATED CRITERIA

The following sets out the information requested in order to rank submissions on a point system as per the criteria laid out below.

Requested Information	Description & Criteria Scoring System	Weight (out of 100%)
Evaluation Group 2		
Proposed project team and experience	<p>A proven track record of conducting future trend research and producing similar reports for other clients or organizations is required. A minimum of 7+ years of experience in the field of future trend analysis is desirable.</p> <p>Possess a team of skilled professionals with expertise in diverse areas, including economics, technology, social sciences, and environmental studies, to ensure a comprehensive and well-rounded approach to the research.</p> <p>Demonstrate a strong understanding of the Cayman Islands including its socioeconomic context, as well as its unique challenges and opportunities, to ensure the relevance and accuracy of the future trends report</p> <p>Each submission must include CV's for each team member assigned to the project including those that will be preparing for these specific areas:</p> <ul style="list-style-type: none"> • Economics • Technology • Social • Health • Environmental • Cultural <p>The CV should detail previous experience (by project) delivering services similar to the Deliverables, their role and responsibilities. Details must include:</p> <ol style="list-style-type: none"> 1. A detailed description of the services provided per project 2. Contract Value (Please specify currency) 3. Location (City & Country) 4. Start and finish dates (month and year) <p>The Vendor is required to ensure all relevant personnel are aware that their personal data will be provided to the Cabinet Office for the purposes of evaluating the responses to this RFP.</p>	15
Previous Work	Each Vendor is required to submit a previous Trend Report done in the last 5 years that is similar to the Deliverables requested in this project.	15

<p>Understanding and Proposed Methodology</p>	<p>Each submission must include the following in relation to experience, understanding the project and proposed solution/ methodology:</p> <ul style="list-style-type: none"> • Provide details about your company's experience conducting future trend research, including relevant projects you have completed • Demonstrate your understanding of the project's objectives and how you plan to align your research with the specific requirements. • Have robust data collection and analysis capabilities, utilizing both quantitative and qualitative research methodologies to derive valuable insights from a wide range of data sources. • Outline a clear and rigorous research methodology, including data sources, analysis techniques, and quality assurance measures. • Provide a proposed timeline for the project, including key milestones and deliverable dates. • Provide your communication plan in relation to how often you will provide project updates and how you will address any issues or concerns that may arise during the research. • Showcase successful completion of similar future trends research projects that have provided actionable insights and strategic recommendations to their clients. • Demonstrate creativity and an innovative approach to future trend analysis, utilizing cutting-edge methodologies and tools to identify emerging trends and drivers. <p>As a part of your submission, please answer the following questions:</p> <ol style="list-style-type: none"> 1. What are the benefits and risks of the proposed solution and is there any quantifiable value add beyond what has been requested? 2. How do you ensure the accuracy and quality of your service? 3. If you encounter issues or your client is not satisfied, what steps do you take to address the issue? <p style="text-align: center;">Please do not include any pricing information in this document.</p> <p><u>Scoring System</u></p> <ol style="list-style-type: none"> 1. Excellent (9-10 Points) – Submission demonstrates that the proposed solution/ methodology can provide a level of service beyond expectations, stated requirements and business objectives. The Respondent is offering major enduring benefits in terms of reduced risk and/or a quantifiable value added to the Entity. 2. Good (7 – 8 Points) - Submission demonstrates that the proposed solution/ methodology can meet the requirement and business objectives. Adds some major areas of benefit to the Entity with little or no risk and/or increased costs. 3. Acceptable (5 - 6 Points) - Submission demonstrates that the proposed solution/ methodology can meet the requirement and business objectives. Adds some minor areas of benefit to the Entity with some risk and/or increased cost. <p style="text-align: center;">Any submissions scoring below “Acceptable” will not be further considered.</p>	<p>25</p>
---	---	-----------

	<p>4. Serious Concerns (3 - 4 Points) - Submission demonstrates an inability to meet the requirements and business objectives and would require considerable guidance.</p> <p>Unacceptable (0 – 2 Points) - Submission does not offer an explanation or ability to meet the Ministry’s requirements and business objectives</p>	
Local Industry Impact Statement (Appendix E)	<p>Each submission must include a Local Industry Impact Statement completed according to the instructions in the form.</p> <p><u>Scoring System</u></p> <p>Business Ownership & Employment</p> <ul style="list-style-type: none"> • Proof of Majority Caymanian Ownership or Employment – 2 points • Proof of Minority Caymanian Ownership or Employment – 1 point • No Proof of Cayman Ownership or Employment – 0 Points <p>Economic Impact</p> <ul style="list-style-type: none"> • Utilises a majority of on-island resources – 2 Point • Utilises a minority of on-island resources – 1 Point • Contract award utilises no on-island resources – 0 Points <p>Indirect Positive Impact</p> <ul style="list-style-type: none"> • Positive indirect impact being pursued (e.g. community sponsorship, charitable donations, commitment to provide training/knowledge sharing during contract, fleet, use of environmentally friendly products etc.) – 1 Point • No positive indirect impact – 0 Points 	5

Evaluation Group 3		
Pricing Form (Appendix C)	<p>Each submission must include a Pricing Form (Appendix C) completed according to the instructions in the form.</p> <p><u>Scoring System</u></p> <p>See Appendix C</p>	40
	Total	100

PRE-CONDITIONS OF CONTRACT AWARD

The following sets out the information that will need to be **provided by the successful bidder only**. This information is provided so that all potential bidders can account for these requirements in their pricing submissions. The items listed in the table **DO NOT** need to be provided until a bidder receives a letter of intent to award.

Pre-Condition of Award	Criteria for a Acceptance
Declarations	A declaration that the bidder (and its proposed subcontractors) are not subject to any winding up proceedings and is not aware of any ongoing or impending litigation being brought against it that may materially impact its ability to deliver the proposed solution or commitments in this submission.

APPENDIX B – SUBMISSION FORM

1. Bidder Information

Please fill out the following form, naming one person to be the bidder's contact for the process and for any clarifications or communication that might be necessary.	
Full Legal Name Under which Bidder Carries on Business:	
Street Address:	
City, Country/Province/State:	
Postal Code:	
Phone Number:	
Company Website (if any):	
Bidder Contact Name and Title:	
Bidder Contact Phone:	
Bidder Contact Email:	

2. Acknowledgment of Procedures & Rules of Procurement Process

The bidder acknowledges that they have reviewed, fully understand and will be governed by the procedures and rules of the procurement process seen in Part 2. The bidder declares that it has not engaged in any conduct prohibited by this procurement. Among other things, such rules and procedures confirm that this procurement process does not constitute a formal, legally binding bidding process and does not give rise to a contract, and that no legal relationship or obligation regarding the procurement of any good or service will be created between CIG and the bidder unless and until CIG and the bidder execute a written agreement for the Deliverables.

3. Addenda

The bidder is deemed to have read and taken into account all addenda issued by CIG prior to the Deadline for Issuing Addenda.

4. Conflict of Interest

For the purposes of this procurement, the term "Conflict of Interest" includes, but is not limited to, any situation or circumstance where:

- (a) in relation to the procurement process, the bidder has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to (i) having, or having access to, confidential information of CIG in the preparation of its bid that is not available to other bidders, (ii) communicating with any person with a view to influencing preferred treatment in the procurement process (including but not limited to the lobbying of decision makers involved in the procurement process), or (iii) engaging in conduct that compromises, or could be seen to compromise, the integrity of the open and competitive procurement process or render that process non-competitive or unfair; or
- (b) in relation to the performance of its contractual obligations under a contract for the Deliverables, the bidder's other commitments, relationships or financial interests (i) could, or could be seen to, exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgement, or (ii) could, or could be seen to, compromise, impair or be incompatible with the effective performance of its contractual obligations.

For the purposes of section (a)(i) above, bidders should disclose the names and all pertinent details of all individuals (employees, advisers, or individuals acting in any other capacity) who (a) participated in the preparation of the bid; **AND** (b) were employees of CIG within twelve (12) months prior to the Submission Deadline.

Name(s) of Individual Involved in Bid Preparation	Previous Position/Capacity within CIG

If the box below is left blank, the bidder will be deemed to declare that (a) there was no Conflict of Interest in preparing its bid; and (b) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the procurement. Otherwise, if the statement below applies, check the box.

- The bidder declares that there is an actual or potential Conflict of Interest relating to the preparation of its bid, and/or the bidder foresees an actual or potential Conflict of Interest in performing the contractual obligations if they are awarded the contract. Details are provided below:

5. Disclosure of Information

The bidder hereby acknowledges that any information provided in this bid, even if it is identified as being supplied in confidence, is subject to the provisions of the Freedom of Information Law (2015 Revision), and may be disclosed where required by law or by order of a court. The bidder hereby consents to the disclosure, on a confidential basis, of this bid by CIG to the advisers retained by CIG to advise or assist with the procurement process, including with respect to the evaluation this bid.

Signature of Bidder Representative

Name of Bidder Representative

Title of Bidder Representative

Date

I have the authority to bind the bidder.

APPENDIX C – PRICING FORM

1. Instructions on How to Complete Pricing Form

- (a) Rates must be provided in Caymanian Dollars (KYD). Please note that when converting from US Dollars to Cayman Islands Dollars, bidders shall use a conversion rate of \$1 USD = \$0.8375 KYD.
- (b) Rates quoted by the bidder must be all-inclusive and must include all bonding costs, all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery, all costs of installation and set-up, including any pre-delivery inspection charges, and all other overhead, including any fees or other charges required by law.
- (c) Pricing should be exclusive of duties levied by Customs & Border Control. A duty waiver will be provided.
- (d) Provide a competitive and transparent cost structure. CIG requires a **Fixed Price Bid**.

2. Evaluation of Pricing

The pricing of bidders that have not met the mandatory or minimum criteria laid out in Appendix A will not be included in the pricing evaluation. *The value of the “total pricing points” can be found in the rated criteria section in Appendix A.*

3. Pricing will be evaluated with the following formula:

(lowest price ÷ bidder's price) × total pricing points = bidder's pricing points

4. Pricing Form

Please provide a breakdown of the “blended hourly rate” based on the individual team members involved:

Pricing Component	Pricing Structure	(A) Est. Qty.	(B) Price Offering (Unit Price)	(AxB) Total Price (KYD\$)
Assist the Cayman Islands' Economics and Statistics Office and other relevant public entities with the development of systems that collect, manage and report the trends and drivers required for the Future Trends Comprehensive Report			\$	\$
Prepare a comprehensive Future Trends Report that: <ul style="list-style-type: none"> includes economic, social, technological, and environmental factors; provides in-depth insights, data analysis, and strategic recommendations; includes an extensive breakdown of research methodologies, data sources, and analysis techniques used; and Includes a concise summary and overview of the key findings and strategic recommendations for busy stakeholders. 	Per Report		\$	\$
Conduct a minimum of 10 presentations on the Future Trends Report to stakeholders including citizens, and all key stakeholders. The presentations should: <ul style="list-style-type: none"> be attractive and visually engaging and convey the key findings and future trends in a concise and easily understandable manner; consider persons with disabilities, older persons, etc.; target a general audience, making it accessible to citizens from all walks of life, including non-experts; and highlight the most critical future key items and their potential impact on the Cayman Islands. 	Per Presentation		\$	\$
Conduct a minimum of 10 training and guidance workshops on the Future Trends Report to stakeholders including citizens, and all key stakeholders, on the effective use of the Report and the application in policy making	Per Training/ Workshop		\$	\$
Develop and deliver a digital interactive dashboard/tool that allows stakeholders to explore data trends dynamically and customize visualizations based on their preferences			\$	\$
Provide all project management services including project assurance at different stages of the project lifespan, change management arrangements, benefits realisation and plans, including benefits register, risk management arrangements and plans, including a risk register, contract management arrangements and plans, post evaluation arrangements and plans and the development of a contingency plan.			\$	\$
			Sub-total	\$
			Discount (%)	
			Total:	\$

APPENDIX D – CONTRACTUAL TERMS & CONDITIONS

The contractual terms and conditions will be sent to all interested vendors.

This will form the basis of any eventual Agreement between the CIG and the Successful Bidder. Although the final wording of the provisions may be subject to limited negotiation, bidders should be prepared to enter into an agreement with minimal changes. Below are key contract considerations related to this project. Vendors should include any objections to the below terms as a part of their submission for consideration.

Key Contract Elements	Details
Expected Execution Date	See "Procurement Timetable".
Expected Initial Contract Length	5 Months (see Overall Project Timeline)
Contract Extension Clause	N/A
Goods Delivery Location	Grand Cayman, Cayman Islands
Payment Terms	Upon Completion of Agreed Project Milestones Days from Invoicing by Supplier to Payment: 30 Days
Period for which Insurance must remain in force	During the term of this Agreement and for a period of six years thereafter.
Termination by Customer	Allowed with 30 days written notice
Material Breach Termination by Either Party	Allowed with immediate effect if a material breach occurs that is irremediable or if such breach is remediable, is not remedied within 30 Days of written notice.
Force Majeure	If the period of delay or non-performance continues for 30 days, the party not affected may terminate this Agreement by giving 30 days written notice to the affected party.

A copy of the standard CIG Contract for Services is available online @ procure.gov.ky/templates.

APPENDIX E – LOCAL INDUSTRY IMPACT STATEMENT

Introduction

The Cayman Islands Government is committed to maximising opportunities for local industry in competing for, and winning, procurement contracts. As part of this commitment, suppliers are being asked to provide statements in relation to the below questions aimed at enabling suppliers to outline how they provide a positive impact on the local economy. **The statement will contribute a percentage to your final score as stated in solicitation document.** Suppliers that fail to submit a statement will not receive a score in relation to this criterion.

Please provide responses to the following:

Ownership & Employment ¹	
<i>What percentage of your company is Caymanian Owned?</i>	
<i>How many people do you employ in the Cayman Islands?</i>	
<i>What percentage of your workforce is Caymanian?</i>	
Submission Specific Contributions ²	
<i>Does your submission include the use of on-island resources or partnerships with any small or micro local businesses and what value of the contract will they deliver?</i>	
<i>Does your proposal include any innovative methods of supply that enhance delivery and add value to the contract through cost or time reductions?</i>	
<i>Are the goods/services proposed produced in a responsible manner or support reduced consumption? (e.g. recyclable or produced from recycled materials, repairable instead of replacement required, low power consumption, virtual meetings/support, locally produced, etc)</i>	

¹ In support of UN Sustainable Development Goals 1 & 8

² In support of UN Sustainable Development Goals 9, 11 & 12

Historical Societal Contributions ³	
Does your organisation support any local charitable organisations? (e.g. monetary contributions, volunteer work, etc). Provide details.	

Note: Where determined appropriate by the procuring entity, the information provided may be captured in the contract and monitored as part of the contract performance.

Completed and endorsed

.....
 (Name and position – print)

.....
 (Signature)

...../...../.....
 (Date)

³ In support of UN Sustainable Development Goals 2, 3, 4