



**GOVERNMENT OF BERMUDA**

**THE CABINET OFFICE**

**PATI Information Statement**

**Name of Public Authority: Office of Project Management and Procurement**

**Introduction:**

The purpose of the Public Access to Information Act 2010 is to:

1. give the public the right to obtain access to information held by public authorities to the greatest extent possible, subject to exceptions that are in the public interest or for the protection of the rights of others;
2. increase transparency, and eliminate unnecessary secrecy, with regard to information held by public authorities;
3. increase the accountability of public authorities;
4. inform the public about the activities of public authorities, including the manner in which they make decisions; and
5. have more information placed in the public domain as a matter of routine.

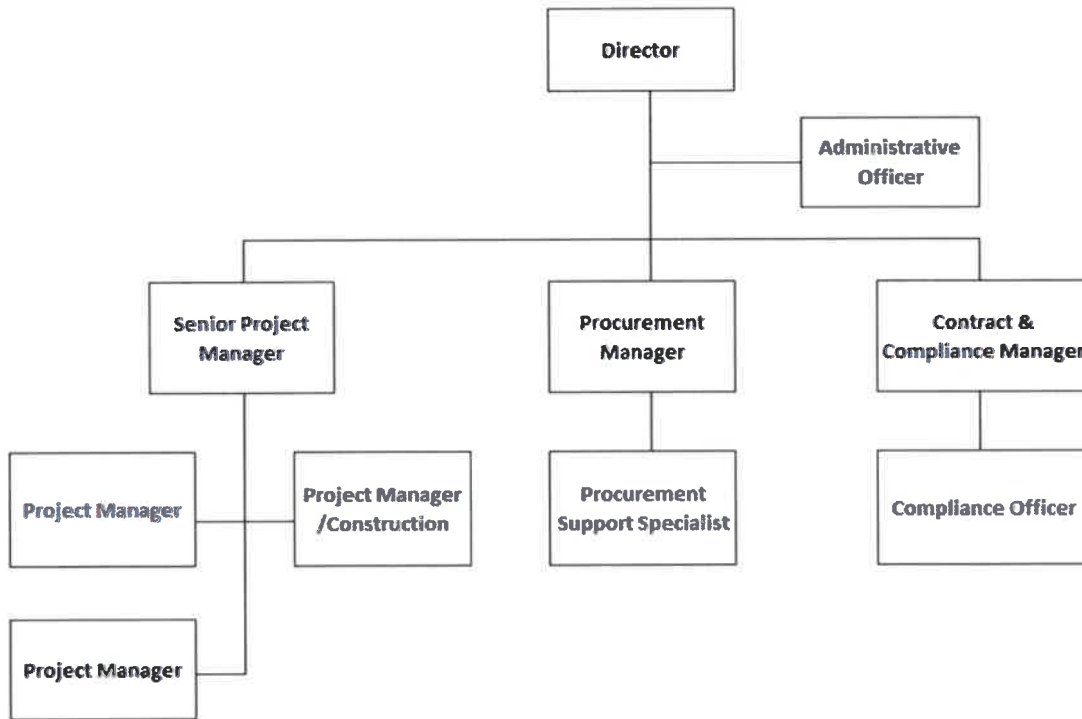
This statement provides an overview of information on the Office of Project Management and Procurement and includes the following:

1. Organisational structure;
2. The general functions of the Department;
3. Mission Statement;
4. List of Legislative Acts and Regulations defining the Department's scope of operations and responsibility; and
5. Contact information in the event that a member of the public wishes to access information.



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**SECTION A : Structure, Organization and Legislation [s.5(1) a]**



The Office of Project Management and Procurement was established under Good Governance Act 2011, and Section 32B of the Public Treasury (Administration and Payments) Act 1969.

**Legislation:**

- Public Treasury (Administration and Payments) Act 1969
- Good Governance Act 2011
- Good Governance Act 2012
- Bribery Act 2016

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

The Office of Project Management and Procurement (Office) is an integral part of the Ministry of the Cabinet Office, The Office comprises of four sections (Administration, Project Management, Procurement and Contract and Compliance). The Office was established for the following primary purposes and has —

- to provide professional, qualified procurement expertise and advice to Government;
- to ensure that there is no bias in the awarding of Government contracts;
- to identify and apply performance measures to ensure that Government obtains value for money;
- to ensure that best practices are adhered to in the oversight of capital projects; and
- to advise on, guide and support the development of, and adherence to, procurement regulations, policy, and best practices.



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- To support the Government in achieving “Value for Money” for all procurements incorporating economy, efficiency, and effectiveness (as defined below) in the use of resources:
  - a) “Economy” is acquiring the appropriate quality and quantity of financial, human, and physical resources at the proper times and at the lowest cost.
  - b) “Efficiency” is the use of financial, human, and physical resources so that output is maximised for any given set of resource inputs or input is minimised for any given quantity and quality of output provided.
  - c) “Effectiveness” is the achievement of the objectives or other intended effects of programs, operations, or activities.
  - d) The best value for money is the lowest Total Cost of Ownership. It involves identifying the initial purchase price and estimating all future costs and returns.

### **Confidentiality**

All information furnished by a public officer to the Director shall at all times be treated by the Director and all staff of the Office of Project Management and Procurement as confidential, shall be used solely for the purpose of carrying out functions under the Good Governance Act and Public Treasury (Administration and Payments) Act and shall not be disclosed except for the purposes of this Act.

### **What do we do?**

Our mission is to provide thorough oversight and guidance, ensuring that all activities comply with the highest standards of governance. By doing so, we aim to ensure fairness, transparency, and value for money is obtained in the government’s capital projects and procurements transactions.

### **Oversight, Advice, and Guidance**

We provide professional project management and procurement advice and guidance to the ministries and departments within Government. Through rigorous examination and continuous monitoring, we strive to uphold the principles of good governance and the governing rules.

**There are four business units within this Office as noted below.**

#### **1. Administration**

The Administration Section consists of two full-time posts: the Director and Administration Officer.

#### **Core Functions of the Unit in General:**

##### **Office Management**

- Ensure a safe work environment
- Maintain proper records of business and ancillary activities
- Provide avenues for conflict resolution when needed
- Establish standards for data acquisition, management, and dissemination
- Liaise with other departments/ ministries in matters of Capital procurement, acquisitions, and development
- Establish a progressive culture for professional development and reliance



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### **Develop Services and Programs of the Department**

- Office as an essential professional services provider within Government as related to Procurement, Project Management, and Contract Management & Compliance
- Developing a sustainable marketing program as specialists within Government
- Ensuring Global Best Practices are enacted in a regulatory body within the Bermuda Government

### **Recruit, and professionally develop staff**

- Ensure that posts and job descriptions adequately reflect the need for professionalism.
- Ensure that suitably qualified and experienced candidates are selected to fill specific roles
- Empower personnel by providing resources for professional and social development
- Provide unique opportunities for learning and progression

### **Procure and maintain office supplies, equipment and devices**

- Ensure availability and proper use of electronic devices, computers, hardware, software, and office equipment
- Ensure that essential means of communication are available

### **Uphold practices in line with Government Service Standard and policies**

- Uphold Public Service Values and Standards
- Manage Financial Reporting, compliance, budgeting and planning.
- Maintain purchasing and supply records and inventories
- Uphold and promote the mandate of the Office and ensure the department's value and viability across Ministries.
- Uphold the Legislative Act, Good Governance Act, under section 32B of the Public Treasury (Administration and Payments) Act 1969 to regulate all procurement of goods, services, and works in the public sector, upon which the office was established.
- Ensure that other Units within Office are knowledgeable regarding executive level decisions throughout Government.

## **2. Project Management Unit**

The Project Management Unit is responsible for oversight and guidance in capital project delivery as well as other technical aspects of portfolio development, program development and management, and project coordination and management.

The PM Unit presently includes three full-time posts. The Senior Project Manager with support from a General Project Manager and (IT) Project Manager.

### **Core Functions of the Unit in General:**

#### **Project Planning and Design**

- Develops and assists project officers across Ministries with plans, timelines and budgets.
- Develop scope, business objectives and deliverables.
- Identify resources and assign responsibilities



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### **Risk Management**

- Identifying potential risks and developing mitigation strategies
- Assisting public officers in response to issues and changes in the project environment
- Helps Departments to conduct evaluations based on Key Performance Indicators (KPIs)

### **Reporting and Communication**

- Assist public officers with preparing progress reports for both internal and external stakeholders
- Facilitating communication between project teams and leadership

### **Quality Assurance**

- Implements quality control measures for best project delivery outcomes
- Tracks project quality along project timelines and against project milestones
- Ensures that the Government is applying International Standards (Global Best Practices) in all aspects of project delivery.

### **Training and Capacity Building in the Public Service**

- Ensures that Public Officers are adequately knowledgeable and equipped through specific courses designed and facilitated by this unit. That Government is relied upon and entrusted to make the best business decisions that will benefit the people of Bermuda, Project Management training will ensure constant professional growth with the skills required to meet present and future challenges.

### **3. Procurement Unit**

The unit is responsible for oversight and guidance in procurement activities. The unit provides professional procurement advice and guidance to the ministries and departments within the Government as needed. By doing so, it aims to ensure fairness, transparency, and value for money is obtained in the government's procurements and contract.

The Procurement Unit comprises two posts: the Procurement Manager and Procurement Support Specialist Officer.

#### **Core Functions of the Unit in General:**

##### **Advice and Guidance**

- Provide daily advice and guidance to public officers across ministries.
- Provide advice on procurement development, planning, strategy, processes, solicitation documents, evaluation and across the procurement life cycle where necessary.
- Receive, research, and respond to feedback from Public Officers

##### **Fairness and Transparency**

- Ensures fairness and transparency through procurement activities.
- Promote competition.
- Provides the tools required to deliver a robust procurement process.



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### **Monitoring and Evaluation**

- Monitors adherence to the Code.
- Log and facilitate the collection of procurement data.
- Assist in tracking the Office's delivery against its key performance indicators (KPIs)

### **Risk Management**

- Assisting public officers in identifying potential risks and developing mitigation strategies
- Assisting public officers in response to issues and changes in the procurement environment

### **Training and Capacity Building in the Public Service**

- Ensures that public officers are suitably and adequately knowledgeable and equipped through specific courses facilitated by the Procurement Unit.
- Enable Public Officers to make the best business decisions to deliver value for money.

Any other responsibilities as required to deliver against the objectives of the Office, including, but not limited to:

- Implement sustainable procurement practices.
- Implement quality control measures.
- Enforces procurement regulations and policies.

### **4. Contract and Compliance Unit**

The Contracts and Compliance Unit operates within the Office of Project Management and Procurement (OPMP) under the Cabinet Office. The Manager of this Unit reports to the Director of the Office and collaborates closely with public officers to ensure compliance with procurement and project management standards and best practices, while also reporting any breaches.

The Contracts and Compliance Unit consists of two posts: the Contracts and Compliance Manager and a Compliance Officer.

#### **Core Functions of the Unit in General:**

##### **Ensuring Compliance:**

- Monitor and evaluate adherence to the Code of Practice for Project Management and Procurement, as well as other related policies (such as the Financial Instructions, Conditions of Employment and Code of Conduct) across the Government.
- Log and facilitate the collection of data for reporting purposes
- Reports on compliance, non-compliance or irregularities issues.
- Assist in tracking the Office's delivery against its key performance indicators (KPIs)

##### **Oversight Responsibilities:**

- Work in conjunction with OPMP staff to ensure Public Officers comply with internal policies, regulations, and related laws.



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### **Contract Review and Risk Management:**

- Assist in the review of contracts, change orders, variations, and extensions made within the government. Provide recommendations to mitigate risks and ensure compliance.

### **Conducting Reviews and Audits:**

- Perform contract and compliance reviews and audits of procurement, capital projects, and acquisition activities and reports on the findings to the parties concerned.
- Review documentation and processes related to these activities.
- Monitor contract awards and their execution.

### **Investigating Breaches:**

- Handle complaints and investigations into breaches of government regulations concerning project, procurement and contract activities, reporting findings to the Director and Heads of Public Services (HOPS) for consideration.
- Maintains a breach register.

### **Addressing Non-Compliance:**

- Investigate reports of non-compliance or irregularities in conjunction with internal and other governmental authorities, including the Public Access to Information (PATI), the Public Information Protection Act (PIPA), Internal Audit, and the Auditor General.

### **Supporting Risk Management:**

- Collaborate across Ministries, with Heads of Departments, and Auditors to enhance business assurance and continuity measures.

### **Training and Guidance:**

- Provide guidance and training to public officers on contract and compliance matters.
- provide training courses tailored for government regulatory bodies, focusing on contract management and administration, as well as best compliance practices.

This framework aims to ensure accountability and transparency in government procurement and contract management.

### **Rights and Powers of the Office**

#### **Legislated Authority**

This Office has the right to examine and inspect all ministries and departments' project, procurement and compliance related documents to ensure that:

- The project and procurement comply with good governance practices.
- Value for money is obtained by using funds economically, effectively, and efficiently.
- Risks are appropriately identified and managed.
- Information is accurate, reliable, and timely.



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- The plans, goals, and objectives of the department are being achieved.
- The actions of Accounting and Public Officers are in compliance with policies, standards, procedures, and the law.

### **Other powers**

- Grant or deny waiver requests of the Code of Practice for Project Management and Procurement (the Code)
- Endorse procurement strategies and solicitation documents.
- Investigation of breaches, noncompliance and irregularities and report Public Officers to the Head of Public Service where breaches of the Code have been identified for corrective action or other.

### **Decision Making:**

The Director of the Office of Project Management and Procurement is authorised under the Public Treasury (Administration and Payments) Act 1969 to take steps considered necessary to ensure that the Code of Practice for Project Management and Procurement is followed by all public officers concerned with obtaining goods and services for the Government. The Code of Practice provides guidance for the Director for decision-making with respect to the following:

- (i) oversight of all Government procurement, including contracts and pre-contract negotiations, such as requests for proposals, invitations to tender and obtaining quotations and estimates;
- (ii) oversight of capital projects for the Government; and
- (iii) Handling complaints that relate to all aspects of the procurement process, including the awarding of government contracts.

### **Mission Statement:**

We provide oversight and guidance in project management and procurement to ensure transparency and value for money.

### **Vision and Value Statement**

We stand on the principles of transparency, integrity, value for money, competition, fairness, and sustainability.

### **Department Objectives:**

- Promote the areas covered in our statutory mandate related to good governance and best practices and continue strengthening our office functionality.
- Use a professional approach in our capacity to enable and help our clients achieve projects, procurement, and compliance efficiencies.





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- Strengthen internal processes for enhanced team performance and development by keeping abreast of emerging trends.
- Help modernise the Project Management and Procurement functions to increase public spending efficiency and build professionalism in project management, procurement, and compliance capacities.

### Reporting Framework:

- Annual Report
- Quarterly waiver reports to Minister

## SECTION B: 2) Obligations under PATI Act [s. 5(1)b]

*Same for all public authorities*

- To provide an **information statement** for the public and promulgate it [s5],
- To provide **other information** to the public so that the public needs only to have minimum resort to the use of the Act to obtain information [s.6]. This includes:
  - General information, e.g. activities of Authority.
  - Log of all information requests and their outcome.
  - Quarterly expenditure (upon request) [s. 6(5)].
  - Contracts valued at \$50,000 or more.
- To **respond to information requests** in a timely manner [s. 12-16].
- To **track information requests** and provide this data to the Information Commissioner.
- To respond to requests from the Information Commissioner [s. 9].
- To amend personal information held by the Authority that it is wrong or misleading following a written request by the person to whom the information relates [s. 19].
- To conduct an **internal review**, if formally requested [Part 5].
- To give evidence for **review by the Information Commissioner** [Part 6, 47(4)], or for **judicial review** [s. 49], if required.
- To provide an annual written report to the Information Commissioner of the status of information requests [s. 58(3)].
- To do anything else as required under the PATI Act and subsequent Regulations [s. 59, 60] including:
  - **Fees** for Requests for Information.
  - Management and maintenance of **records**.
  - **Procedures** for administering the Act.
- To train staff and make arrangements so as to facilitate compliance with the Act [s. 61].
- To designate one of its officers to be the person to whom requests are directed [s. 62].



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### SECTION C: Services and Programmes [s. 5(1)c]

#### Services:

Hours of full office operations: Weekdays Monday to Friday from 8:45 a.m. to 5:00 p.m.  
Closed on holidays

The Office of Project Management and Procurement (OPMP) provides oversight, guidance, and support to Government departments regarding project management, procurement, compliance, and contracting activities

- Provides professional qualified procurement expertise and advice to the Government.
- Ensures that there is no bias in the awarding of Government contracts.
- Identifies and applies performance measures to ensure that the Government obtains value for money.
- Ensures that best practices are adhered to in the oversight of capital projects; and
- Provides advice on, guides, and supports the development of, and adherence to, procurement regulations, policies, and best practices.
- Provides departmental administration services that support OPMP

OPMP also helps to ensure that processes for tendering, evaluating, and selecting vendors are fair, transparent, and consistent with the tendering standards and best practices. This helps ensure equal opportunity for all businesses to obtain government contracts to provide goods and services

#### Programmes

- Project Management
- Procurement
- Contract and Compliance

### SECTION D: Records and documents held [s. 5(1)d]

Electronic records and documents maintained on the Office of Project Management and Procurement's website:

- [Current Procurement Notices](#)
- [Closed Procurement Notices](#)

[Procurement Notices and Contract Awards | Government of Bermuda \(www.gov.bm\)](#)

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

- Budget and Statement of Accounts
- Cabinet Memorandum Review Register
- Change Order Register
- Complaint Register
- Non-Compliance and Breach registers
- Procurement and RFX review registers
- Contract and Compliance Review Reports
- Waiver to Code requirements Register and Quarterly Waiver reports
- Project Management Review Reports
- Log of PATI access requests as per section 13 of the PATI Act.



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

**Code of Practice for Project Management and Procurement**

<https://www.gov.bm/sites/default/files/CODE-OF-PRACTICE-Amended-2nd-Edition-Final--July-27-2020-2.1.pdf>

This document is available on our webpage at [www.gov.bm/department/office-project-management-and-procurement](http://www.gov.bm/department/office-project-management-and-procurement) [Office of Project Management and Procurement | Government of Bermuda](http://www.gov.bm/department/office-project-management-and-procurement) ([www.gov.bm](http://www.gov.bm)) and upon request at our front reception.

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

- Code of Practice for Project Management and Procurement
- Financial Instructions produced by the Ministry of Finance, Accountant General Office
- Conditions of Employment and Code of Conduct
- Public Service Code of Conduct
- Service Standards Policy
- Ministerial Code of Conduct
- Public Service Commission Regulations 2001
- Collective Bargaining Agreement between the Government and The Bermuda Public Services Union

**SECTION G: The Information Officer [s. 5(1)g]**

Edward T. Fox  
General Post Office Building  
Second Floor  
56 Church Street  
Hamilton HM 12  
Direct: 444-1631  
Email: [etfox@gov.bm](mailto:etfox@gov.bm)

**Secondary:**

Elaine Blair-Christopher  
General Post Office Building  
Second Floor  
56 Church Street  
Hamilton HM 12  
Direct: 444-1630  
Email: [ejblair@gov.bm](mailto:ejblair@gov.bm)

**Section H: other information [s5(1)h]**

**Office address**

2<sup>nd</sup> floor General Post Office (GPO) Building  
56 Church Street,  
Hamilton, Bermuda  
HM 12



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**Comment Form**

Feedback form (or QR Code) Tell us how we are doing!

Ministry of The Cabinet Office, The Department of Office of Project Management and Procurement



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

N/A

**SECTION J: Information Statement: Copies and Updates [s. 5(2,3,4, and 5)]**

Every public Authority shall update its information statement at least once a year and make it available for inspection by the public at reasonable times by [s. 5(1-5), PATI Act]:

**Date Information Statement was updated:**

**Locations of Information Statement:**

*Confirm copies of the Information Statement are available at the following sites:*

- Your principal office: (GPO Building, 2<sup>nd</sup> Floor, 56 Church Street, HM 12) Y/N
- The Bermuda National Library: Y/N
- The Bermuda Archives: Y/N
- Available electronically: Y/N
- Government portal: Y/N
- Have you published a notice in the Official Gazette indicating places where the information statement is available to the public. Y/N
- With the Information Commissioner: Y/N

**Elaine Blair-Christopher**  
Director

July 1, 2025