



**Ministry of Youth, Social Development and Seniors  
Department of Child and Family Services**

**Request for Information  
For  
Domestic Abuse Perpetrator Services**

Request for Information No.: **001**

Issued: **Friday November 15, 2024**

Submission Deadline: **Friday December 06, 2024 05:00:00 PM Bermuda local time**

## 1. Introduction

This Request for Information (“RFI”) is issued by the Government of Bermuda (the “Government”) through the Ministry of Youth, Social Development and Seniors is requesting information from interested parties for the purposes of gathering information about the marketplace in order to assist in the determination of future purchasing options or requirements. Respondents are asked to respond to the Government and provide the information requested below.

## 2. RFI Timetable

Issue Date of RFI	Friday November 15, 2024
No Pre-Bid / Site Meeting	
Deadline for Questions	Monday November 25, 2024
Deadline for Addenda	Tuesday December 03, 2024
Submission Deadline	Friday December 06, 2024 05:00:00 PM

All times listed are in Bermuda local time. The RFI timetable is tentative. It may be changed by the Government at any time, and the Government may choose to waive or extend the Deadline for Questions, Deadline for Addenda, and/or the Submission Deadline.

## 3. Background

This Request for Information (RFI) is issued by the Government of Bermuda (the “Government”) through the Ministry of Youth, Social Development and Seniors (the “Ministry”) for the purposes of gathering information about domestic violence/abuse perpetrator services and models of intervention currently available on island. This information will assist in the determination of preferred partnership(s) to enhance the island’s domestic abuse response and funding of the same.

### BACKGROUND INFORMATION

In 2022 SafeLives, a UK charity dedicated to ending domestic abuse, was commissioned to undertake a whole system review of the response to domestic abuse in Bermuda by using a Public Health Approach. Using systems thinking methodology and through the lens of the whole family, SafeLives identified opportunities for improving Bermuda’s risk response, early intervention, and prevention of domestic abuse. Their review included a systems-wide assessment of the current local landscape, identifying data and ongoing monitoring opportunities, consulting with service users and providers to understand risk and protective factors.

The review included an assessment of the islands service provision to “those who harm” or those commonly referred to as perpetrators of domestic abuse.

The review found that:

- There is a lack of knowledge around what resources are available for those using harmful behaviours
- There are very limited services providing specialist perpetrator programmes or services
- There are no links between perpetrator programmes and other services to appropriately safeguard the victim

The review recommended:

- The commission of perpetrator services, to create programmes that are robust and risk focused
- Embed perpetrator services within the criminal justice process through direct referrals and reporting systems for meaningful engagement
- Training for professionals who will come into contact with those using harmful behaviours on how to manage and challenge behaviours
- Building links between perpetrator programmes and domestic abuse support services to ensure the survivor is appropriately supported and safeguarded
- Perpetrator services to consider using Respect Standard for quality assurance

#### **4. Information Requested**

##### **4.1 General Information**

4.1.1 Provide general information about your organization: Full legal name of the organization. The name of the CEO and other upper managers, if applicable. Full mailing address of the organization. Full address where services are provided (physical address). The website address, email, telephone number, and other contact information. Name and contact information of the person responsible for answering the RFI.

4.1.2 Provide information about the structure and focus of your organization: Background and history. Organizational structure. Organization's vision, values and philosophy of intervention. Size of the organization's team. Areas of expertise. What services do you offer?

##### **4.2 Experience and Credibility**

4.2.1 Provide details about the “model” of domestic abuse perpetrator intervention that your organization is using.

4.2.2 If your organization does not currently provide domestic abuse perpetrator services, however are proposing to offer this service in your forward planning, provide us with: (1) the anticipated commencement of service; (2) the model of domestic abuse perpetrator intervention that your organization is proposing to use; (3) the number of practitioners proposed to be trained in the model of intervention; and (4) the qualifications and experience of the team proposed to provide domestic abuse perpetrator intervention.

4.2.3 Provide information regarding domestic abuse perpetrator group and/or individual services offered including length of program/services if applicable.

4.2.4 Provide information regarding the domestic abuse perpetrator services offered by your organization for males and females and the age of clients that are serviced.

4.2.5 Provide at least three customer references specifying the name of the organizations and contact information.

##### **4.3 Qualifications and Skills**

4.3.1 What are the qualifications and experience held by the team members who provide domestic abuse perpetrator intervention for your organization – submit evidence of qualifications, certifications and/training obtained by practitioners.

4.3.2 How many team members are trained practitioners in the "model" of domestic abuse perpetrator intervention described in 2.1 above – submit statement of the certifications and/training obtained by practitioners. Submit evidence of current certification.

4.3.3 How do you maintain and develop the skills of your practitioners?

#### **4.4 Quality Control**

4.4.1 Does your organization belong to an accrediting body? If so, which accrediting body and provide the date of most recent accreditation.

4.4.2 Is your organization a charitable body? If so, provide charity number and proof of current charitable status.

4.4.3 Describe the employee staffing and vetting processes in your organization.

#### **4.5 Personal Information Security**

4.5.1 List active and passive security measures in your company: Physical security of the offices. Hardware protection. Software and data protection. Protection of client personal information.

#### **4.6 Fees**

4.6.1 What is your organization's fee schedule/rates for domestic abuse perpetrator services.

4.6.2 What is your organization's no show policy.

4.6.3 Any pricing information provided by respondents is for general information purposes and is not intended to be binding on respondents. Any legally binding pricing or purchasing commitments will be established only where specified by the express terms of a subsequent tender call process or where established through the execution of a written agreement.

### **5. Submission Instructions**

Respondents are asked to submit their information and signed Respondent Submission Form by Friday December 06, 2024 05:00:00 PM to the following email address and to the attention of the RFI Contact.

ATTN: Renee Brown, Senior Programme Manager  
rnbrown@gov.bm

Respondents should direct any questions on this RFI process to the same RFI Contact.

Submissions should include a completed and signed Respondent Submission Form (Appendix A) that acknowledges, among other things, that this RFI and any respondent submissions will not create a legal relationship or obligation regarding the procurement of any good or service.

The original and all copies of the response shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the respondent. This authorization shall consist of a written authorisation and shall be attached to the Submission Form included in

(Appendix A). The name and position held by each person signing the authorization must be typed or printed below the signature. An Electronic Record of Signature will be accepted in the submission only in accordance with the requirements laid out in the *Electronic Transactions Act 1999*. Any interlineation, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the response.

Respondents downloading this file and intending to respond to this RFI are required to register their interest with the RFI Contact by emailing their company name and contact information to

Renee Brown, Senior Programme Manager

rnbrown@gov.bm

prior to the Submission Deadline noted in the RFI timetable above.

Amendment/addenda (if any) will be posted at <https://www.gov.bm/procurement-notices>. Respondents should visit the Government Portal on a regular basis during the procurement process.

## APPENDIX A – RESPONDENT SUBMISSION FORM

### 1. Respondent Information

<p>Please fill out the following form, naming one person to be the respondent's contact for the RFI process and for any clarifications or communication that might be necessary.</p> <p>If the company is incorporated and registered, then a Certificate of Incorporation and a Certificate of Incumbency is required and must be submitted with the Respondent Submission Form.</p> <p><b><u>Declaration of Interest:</u></b> The respondent shall provide details of its ownership and/or managerial structure upon request from the Government. The respondent shall also provide a statement of whether or not it has any relevant and material interest relevant to the provision of the Goods and Services. Such statement shall be provided at least annually or if there is any change in the interest of the respondent.</p>	
Full Legal Name of Respondent or Personal/Given Name:	
Representative's Name (Person with Signing Authority) and Title:	
Street Address:	
City, Province/State, Parish:	
Postal Code/Zip Code:	
Country:	
Phone Number with Area Code:	
Respondent's Social Insurance Number issued by the Government of Bermuda:	
Respondent's Payroll Tax Number issued by the Government of Bermuda:	
Respondent's Registration Number issued by the Bermuda Registrar of Companies (if incorporated	
Company Website (if any):	
Respondent Contact Name and Title:	
Respondent Contact Phone:	
Respondent Contact Fax:	
Respondent Contact Email:	

## **2. Terms of Reference**

In responding to this RFI, the respondent acknowledges its acceptance of the following RFI Terms of Reference:

### **a. Request for Information Not a Formal Competitive Bidding Process**

This RFI is issued for information-gathering purposes and is not intended to create legal obligations between the Government and any of the respondents or their representatives. Without limiting the generality of the foregoing, this RFI will not necessarily result in any subsequent negotiations, direct contract award, invitational tendering process or open tendering process, and does not constitute a commitment by the Government to procure any goods or services.

### **b. RFI Not to Limit the Government's Pre-Existing Rights**

This RFI will not limit any of the Government's pre-existing rights. Without limiting the generality of the foregoing, the Government expressly reserves the right, at its discretion, to:

- (i) seek subsequent information or initiate discussions with any potential supplier, including potential suppliers that did not respond to this RFI;
- (ii) initiate direct negotiations for the procurement of any good or service with any potential supplier or suppliers, regardless of whether the potential supplier or suppliers responded to this RFI;
- (iii) contact a limited number of potential suppliers, which may include only those that responded to this RFI or may include potential suppliers that did not respond to this RFI, for the purpose of a competitive process for the procurement of any good or service;
- (iv) elect to proceed by way of open tender call where all potential respondents, including those that did not respond to this RFI, are eligible to compete for the award of a contract for the supply of any good or service; and
- (v) elect not to procure the good or service that is the subject of this RFI.

These expressly reserved rights are in addition to any and all other rights of the Government that existed prior to the issuance of this RFI.

### **c. Pricing Information for General Information Purposes Only**

Any pricing information provided by respondents is for general information purposes and is not intended to be binding on respondents. Any legally binding pricing or purchasing commitments will be established only where specified by the express terms of a subsequent tender call process or where established through the execution of a written agreement.

### **d. Information in RFI Only an Estimate**

The Government and its advisers make no representation, warranty or guarantee as to the accuracy of the information or empirical data contained in the RFI or issued by way of addenda. Any quantities shown or data contained in this RFI, or provided by way of addenda, are estimates provided only as general background information.

**e. Parties to Bear Their Own Costs**

The Government will not be liable for any expenses incurred by a respondent, including the expenses associated with the cost of preparing responses to this RFI. The parties will bear their own costs associated with or incurred through this RFI process, including any costs arising out of, or incurred in, (i) the preparation and issuance of this RFI; (ii) the preparation and making of a submission; or (iii) any other activities related to this RFI process.

**f. Accuracy of Responses**

The respondent acknowledges that the information provided is, to the best of its knowledge, complete and accurate.

**g. Submissions Will Not Be Returned**

Except where set out to the contrary in this RFI or expressly requested in the respondent's submission, the submission and any accompanying documentation provided by a respondent will not be returned.

**h. Confidential Information of the Government**

All information provided by or obtained from the Government in any form in connection with this RFI either before or after the issuance of this RFI (i) is the sole property of the Government and must be treated as confidential; (ii) is not to be used for any purpose other than replying to this RFI; (iii) must not be disclosed without prior written authorization from the Government; and (iv) must be returned by the respondent to the Government immediately upon the request of the Government.

The respondent may not at any time directly or indirectly communicate with the media in relation to this RFI without first obtaining the written permission of the Government.

**i. Disclosure of Information**

The respondent consents to the Government's collection of information as contemplated under the RFI for the uses contemplated under the RFI. Respondents should not include information in their response that is proprietary or confidential. Information provided by a respondent may be released in accordance with governing laws. To the extent that a respondent does include confidential or proprietary information, the respondent should identify any information in its submission or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the Government. The confidentiality of such information will be maintained by the Government, except where the Public Access to Information Act 2010 or where an order by a tribunal or court requires the Government to do otherwise. The respondent consents to the disclosure, on a confidential basis, of this submission by the Government to advisers retained by the Government for the purpose of reviewing this submission.

The respondent acknowledges that the Government may make public the name of any and all respondents.



**j. Governing Law**

This RFI process will be governed by and construed in accordance with the laws of Bermuda applicable therein.

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Signature of Witness

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Signature of Respondent Representative

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Name of Witness

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Name of Respondent Representative

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Title of Respondent Representative

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Date

SAMPLE CERTIFICATE OF INCUMBENCY

The undersigned being the Secretary of the company as named below (the "Company"), a company duly organised and existing under the laws of the Islands of Bermuda and having its registered office as set out below **DO HEREBY CERTIFY** that the following is a true and correct listing of the Directors and Officers of the Company in full force and effect as of the date hereof.

DIRECTORS

List

ALTERNATE DIRECTORS

List

OFFICERS

List

IN WITNESS WHEREOF I have hereunto set my signature in accordance with the By-Laws of the Company.

Company Name: .....

Date: .....

\_\_\_\_\_  
Secretary/Director