



## PROCUREMENT NOTICE

This Procurement Notice is issued by the Government of Bermuda (the "Government") to provide summary information in relation to a specific procurement, as detailed below.

### 1. Subject Matter of Procurement

RFX Title: **Judicial Case Management System**

RFX Number: **JUD-2025/01**

Purchase Type: **Goods**

#### EXECUTIVE SUMMARY

This Request for Proposal (the "RFP") is an invitation by the Government of Bermuda (the "Government") to prospective proponents to submit non-binding proposals for the provision of a Court Case Management System ("CCMS") for the Courts of Bermuda (the "Courts"). The Courts would like to implement a single, unitary, end-to-end Judicial case management solution. We envision the implementation of a commercial off the shelf software with necessary customization that suits the requirements/needs of the Courts. The Courts are looking for a proponent who can provide an Internet/Cloud based High Security Electronic judicial case management system and can/or may extend services to the Bermuda Police Service, the Department of Public Prosecutions and the Transport Control Department.

The Courts recognize the importance of information and communication technology as a key enabler. Our vision is to ultimately select an e- solution to enhance the Courts' efficiency and transparency in judicial system through the implementation of a comprehensive e-judicial case management solution. Efficiency shall be enhanced through automation. The ultimately selected system shall enable the Courts to maintain a clear picture of its activities on a "real-time" basis.

The system should be ready to be deployed, tested and proven. The solution MUST be Internet based and accessible by the Courts of Bermuda employees, the legal community and members of the public who appear before the Courts without representation.

A reliable CCMS is critical to the Court's daily operation. The Courts have the responsibility to ensure that the information that it holds on Court users is secure, accurate and available when required. The system must be an integrated court information system capable of supporting case initiation, case processing, case management, and court operations, as well as providing reports and information for other Government of Bermuda Departments, such as the Bermuda Police Service ("BPS"), the Department of Public Prosecutions ("DPP"), and the Transport Control Department ("TCD").

The CCMS will be used for the scheduling of Court hearings and trials at all levels of the Court (i.e. the Magistrates' Court, Supreme Court and the Court of Appeal), document management, the recording of pleas, dispositions, sentences and judgments, obligation tracking, warrants, and payments.

The proponent should have an end-to-end e-judicial case management application with the following functionality:

1. Core Case Management
2. Document and File Management
3. Collaboration and Correspondence Management
4. Financial Tracking and Accountability Management

## 2. How to Obtain Relevant Documents

All relevant documents for this procurement are posted at <https://www.gov.bm/procurement-notices>.

## 3. Procuring Entity's Name

Name of Ministry: **Attorney General and Ministry of Justice**

Name of Department: **Attorney General and Legal Affairs Headquarters**

## 4. Contact Information

Cratonia Thompson (Acting Registrar) and Tyasha Smith  
cthompson@gov.bm / tsmith@gov.bm

## 5. Language of Submissions

Unless otherwise indicated, all submissions shall be in English only.

## 6. Important Dates

Issue Date	Monday January 06, 2025
No Pre-Bid / Site Meeting	N/A local time

Deadline for Questions	Monday January 20, 2025 local time
Deadline for Issuing Addenda	<del>Friday January 31, 2025 local time</del> <a href="#">Friday, 7 February, 2025</a>
Submission Deadline	<del>Monday February 17, 2025 05:00:00 PM local time</del> <a href="#">Monday, February 25, 2025 05:00 PM local time</a>
Anticipated Final Ranking	<del>Friday February 28, 2025</del> <a href="#">Friday, March 7, 2025</a>
Contract Negotiation Period	21 calendar days
Anticipated Execution of Agreement	<del>Friday March 21, 2025</del> <a href="#">Friday, March 28, 2025</a>

All times listed are in Bermuda Local Time.

**7. Location of Submission**

Responses to this solicitation shall be submitted to the following location:

Proposals must be emailed to [cthompson@gov.bm](mailto:cthompson@gov.bm) and [tsmith@gov.bm](mailto:tsmith@gov.bm) with the subject line bearing the words:

"JUDICIAL CASE MANAGEMENT SYSTEM JUD/2025-1"

The email must include the proposer's name, address and phone number. The files must be in PDF format.

It is the sole responsibility of the submitting proposer to ensure that its proposal is received before the submission deadline. Submitting proposers shall bear all risks associated with delays in delivery by any person or entity. Any proposals received after the scheduled closing date and time for receipt of proposals will not be accepted.

**8. Site Visit / Pre-Bid Meeting Details**

**ADDITIONAL INFORMATION**