



Procurement Manual

INTRODUCTION

*This manual has been written as a guidance document for those involved in the procurement process to provide a greater understanding and respect of procurement rules and best practices. The process described in this manual is appropriate for **competitive procurements** with a value greater than or equal to **KYD\$100,000 but less than KYD\$10,000,000**.*

- *For competitive bids less than KYD\$100,000, please see the table on page 3 of this manual for guidance.*
- *For any procurement in excess of KYD\$10,000,000, please [contact the Central Procurement Office](#) prior to project initiation for consultation.*
- *For non-competitive procurements, please see the table on page 3 and our guidance on the [Direct Award Process](#).*

*This document is based on the requirements of [The Procurement Law, 2016](#), [The Procurement Regulations, 2018](#) and [The Procurement \(Amendment\) Regulations, 2021](#). We recommend familiarisation with these before engaging in any significant procurement activities for your respective entity. **Following this document will ensure compliance with the law and regulations but if your entity has an **Internal Procurement Policy**, it must also be followed.***

*This document is meant to be used as a cheat sheet, in tandem with the e-services (Orbidder & Bonfire) and various templates produced by the Central Procurement Office (CPO), to simplify the public procurement process and requirements. **Please read through this entire manual prior to starting your procurement journey.***

GLOSSARY OF TERMS & ABBREVIATIONS

CPO	Central Procurement Office
EPC	Entity Procurement Committee
PPC	Public Procurement Committee
SAGC	Statutory Authority / Government Company
RFI	Request for Information
Eoi	Expression of Interest
Bonfire	Tender Publication & Evaluation Software



Step 1. PROJECT KICK-OFF & DOCUMENTATION REQUIREMENTS

Prior to starting your project, the following roles and information should be specified below. You will need this information in the next step to properly prepare your business case but also to clarify responsibilities throughout the project.

Project Name	
Project Sponsor	
Project Manager	
Entity	
Project Budget	

*The **Project Sponsor** is the person with the authority to initiate the project and approve the funding. The **Project Manager** is the person assigned by the Project Sponsor to oversee the project. All of the major documents (i.e. the Business Case & the Tender Documents) should be agreed between both the Manager and the Sponsor.*

The Project Manager should ensure that every person involved in the project reviews the following information prior to engagement:

- Code of Conduct: <https://www.procure.gov.ky/code-of-conduct>.
- Principles of Procurement: <https://www.procure.gov.ky/principles-of-procurement>.

*The **Project Budget** should be based on the project valuation i.e. an estimated contract value prior to initiating a procurement project. The project valuation is most accurate when based on similar recent past projects. Alternatives include running a Request for Information (RFI) or Expression of Interest (Eoi) prior to the project.*

CPO Tip: If you need information about your procurement project (benchmark pricing, RFP elements, market risk, etc), the CPO has access to thousands of reports across multiple industries. These reports are **free** to you so please contact us. [For more information, please see here.](#)

The Procurement Regulations, 2018 requires certain documentation to be retained and approvals to be documented for every procurement. The CPO recommends starting a new folder for each project and throughout this manual, you will be prompted to add the appropriate files to it.



Central Procurement Office (CPO)					Reference Guide to Procurement Law			
< \$10K								
Scope	Business Case Required	Local Impact Assessment	Industry Consultation	Business Case Approver	Bid Advert	Bid Format	Bid Acceptance	Public Reporting Requirements
All	Requisition Only	No	No	N/A	No	Informal via Phone, email, in person	CO	Annual Cumulative Report
≥ \$10K								
Competitive Process								
Thresholds	Business Case Required	Local Impact Assessment	Industry Consultation	Business Case Approver	Bid Advert	Bid Format	Bid Acceptance	Public Reporting Requirements # Days
≥\$10K to < \$100K	Optional	Optional	Optional	N/A	Optional	Written - Solicit Min. 3 if unadvertised	CO	< 30
≥ \$100K to <- \$250K	✓	Optional	Optional	CO/EPC	✓	Formal Bid Document	CO/EPC	< 30
≥\$250K to < \$10M	✓	✓	Optional	CO/EPC	✓	Formal Bid Document	CO/EPC/PPC	< 30
≥ \$10M	✓	✓	✓	PSIC/Cabinet	✓	Formal Bid Document	CO/EPC/PPC	< 30
Direct Award Process (Sole & Single Source)								
Thresholds	Written Request	Local Impact Assessment	Industry Consultation	Request Approver	Bid Advert	Bid Format	Bid Acceptance	Public Reporting Requirements # Days
≥\$10K to < \$100K	Any Format Specified by CO	Optional	Optional	CO	No	Written Quote	CO	< 30
≥ \$100K to <- \$250K	Business Case Format Specified by CO	Optional	Optional	CO/EPC	No	Written Quote	CO/EPC	< 30
≥\$250K to < \$10M	Business Case Format Specified by CPO	✓	Optional	CO/PPC	No	Written Quote	CO/PPC	< 30
≥ \$10M	Business Case Format Specified by CPO	✓	✓	PSIC/Cabinet	No	Written Quote	CO/PPC	< 30



Step 2. BUSINESS CASES & APPROVAL

Projects are initiated to fill a need. The first step in a successful project is properly defining this need and justifying the cost and risk associated with it. **Business Cases** provide a framework for scoping and planning investment proposals, to support evidence based decision-making.

- Fill out the **Business Case Template** associated with your Project Budget. Templates for the various budget levels can be found here: <https://www.procure.gov.ky/templates>.

CPO Tip: Business Cases should not be developed in isolation. Talk to stakeholders in the project to help you build your business case.

- If your project is estimated to cost **more than KYD\$250,000**, you will also need to:
 - Contact Shiann Naulty (Shiann.Naulty@gov.ky) to get a Public Procurement Committee (PPC) number assigned to your project.
- These documents are to be submitted to the Entity Procurement Committee (EPC) for review. All of the signature blocks on the bottom of the Business Case Document must be signed in order for you to move to the next step. A business case should be:
 - Prepared by the Project Sponsor or Project Manager
 - Reviewed by the Entity Procurement Committee (EPC)
 - Approved by the Chief Officer or equivalent head of a SAGC

Step 3. TENDER DOCUMENTS

3.1 Drafting of Tender Documents

The Cayman Islands Government currently has tender document templates on our website that are used to produce tenders to the standard required to obtain the best responses from potential vendors.

- Templates can be found here: <https://www.procure.gov.ky/bid-document-drafting-centre>.
- Guidance on how to best utilise the templates can be found in the comments section of the documents.

The main goal of your bid document is to be as clear and detailed as possible. **For guidance on the development of your project specifications, please see the following page:** <https://www.procure.gov.ky/specifications>.



3.2 Approval

Bid documents will likely go through multiple iterations before they are finalized. Bid documents must be reviewed and approved by your EPC prior to publication.

- *Approval by your EPC needs to be documented and saved in the project folder. Approval can be documented by saving the email showing approval from your EPC or by obtaining a copy of the minutes from the EPC meeting showing the approval for your project.*
- *The approved bid document must not be changed in any material fashion after approval and it must also be saved in the project folder. Where there are material changes, approval must be given by the EPC.*

3.3 Public Notice of Opportunity

*After approval is granted, the bid document must be uploaded to website designated by the CPO, which at the date of publication of this manual is **Bonfire**.*

- *If you do not have a Bonfire account, please contact the CPO at <https://www.procure.gov.ky/contact> to get setup.*
- *If you do have an account, please login here: <https://cayman.bonfirehub.com/portal/?tab=login>.*
- *If you require training on the proper use of the system, please see here: <https://www.procure.gov.ky/bonfire-training>.*

The Notice of Opportunity must provide the following:

- *A brief description of the procurement*
- *The location where further information may be obtained*
- *The conditions for obtaining such information, if any*
- *The location and method for submitting bids*
- *The deadline for the submission of a bid (**Minimum 15 Working Days from the Publication of the Bid Documents**)*
- *A statement that the procurement is subject to the Procurement Law (2016) and the Procurement Regulations, 2018.*

CPO Tip: *In Bonfire, be sure to include appropriate **Commodity Codes** for your project to ensure that potential vendors are notified of your opportunity.*

*Bonfire will require all persons involved in a project to digitally sign **Conflict of Interest (Col)** declarations prior to involvement. Please ensure you take the time to read and understand these before signing. Report any potential Col to the Project Manager.*



Step 4. COMMUNICATION WITH BIDDERS OR POTENTIAL BIDDERS

*One individual is to be the designated contact person for bidders for the duration of the procurement project and **the communication protocol shall be disclosed in the competition document.***

- *Any information disclosed to one bidder (e.g. answers to questions, additional documents, etc.) must be disclosed to all bidders by the date specified in the completion document and prior to the deadline for bid submission by issuing an Addendum on Bonfire in the **Public Files** section.*
- ***All communication with bidders or potential bidders is to be retained and placed on file.** Bonfire has an **Internal Files** section that you can use to upload these communications and any other documents that need to be preserved.*

Step 5. EVALUATION OF SUBMISSIONS

The evaluation of submissions must be done in a fair, consistent and transparent manner in line with the scoring criteria laid out in the competitive bid document. Evaluations should be done with a minimum of 3 persons.

- *All persons designated as reviewers or evaluators on a project first need to review and sign a **Conflict of Interest Declaration** and review the **Evaluation Guide**, both of which are found here: <https://www.procure.gov.ky/evaluation-guide>. The Conflict of Interest Declaration must be retained in the project folder.*
- *Once the step above is completed for all evaluators, evaluation may take place in accordance with the information in the **Evaluation Guide**. A template for the **Evaluation Report** can be found here: <https://www.procure.gov.ky/estar-template>.*
- *All of the signature blocks in the Evaluation Report Document must be signed in order for you to move to the next step.*
- ***The evaluation records, including individual's notes and scores are to be retained in the Bonfire Internal Files section.***

CPO Tip: At the end of an evaluation, the evaluation team should all agree i.e. come to a consensus on a single score of each category for each bidder.



Step 6. NOTIFICATION OF BIDDERS & AWARD OF CONTRACT

Immediately after the successful bid is recommended by the relevant Procurement Committee (EPC and/or PPC) and accepted by the appropriate Chief Officer or CEO, the entity shall dispatch award and regret letters to the respective bidders.

- A template for **Award & Regret Letters** can be found here: <https://www.procure.gov.ky/awardregret-letters>.

Unsuccessful bidders have five (5) business days to request a debriefing and another five (5) business days following the debriefing to file a complaint should they have a legitimate reason to do so. During this time, contract negotiation with the successful vendor can take place but a contract should not be entered in to until the debriefing period has passed. If there is a high risk of a legitimate complaint being filed, it is advisable to wait until either the complaints period has passed or the complaint has been dealt with prior to entering in to a contract.

After regret letters are issued but within 30 days of the signing of the contract, publication of contract award must be publicly issued. Marking a project as “Awarded” and filling in the requested information in Bonfire is sufficient to meet this requirement.

Step 7. DEBRIEFING

Where an unsuccessful bidder requests a debriefing, a debriefing must be provided within 30 calendar days of the bidder's request.

- Debriefing should be carried out in accordance with the following guidance from the CPO: <https://www.procure.gov.ky/debrieffeedback-guide>.
- ***Records of Bidder Debriefing carried out in accordance with the guidance document must be retained and placed on file.***

Additional Support

The [CPO Website](#) also contains a guide to [Understanding the Procurement Journey](#) that is constantly updated with new guidance based on the feedback provided by the entities that we assist.

If any additional support or clarification on the procurement process is needed, please contact procurement@gov.ky or call 244-2237 for assistance.

If there is a section of this manual that you believe needs more clarity, please let us know.