



## **PUBLIC PROCUREMENT COMMITTEE**

**Meeting #16 of 2019**

**Thursday**

**December 5 2019**

**3rd Floor, New Government Administration Building,  
Conference Room 3028**

### **PPC MEMBERS IN ATTENDANCE:**

Arek Joseph (Chairman)  
Robert Bodden  
Sidney Ebanks  
Andrew Hulse  
Andre Iton  
Laura Panades-Estruch  
Troy Whorms  
Nellie Pouchie  
Taraq Bashir (Observer)  
Shiann Palmer (Secretary)

### **PPC MEMBERS EXTENDING APPOLOGIES:**

Nellie Pouchie

**Meeting called to order:**

The Chairman called the meeting to order at 2.06.

Apologies for absence were received on behalf of Nellie Pouchie.

**1. Evaluation Report PPC-2019-EBC-082-RFP /Computer Equipment for Ministry of EBC**

A brief discussion was held concerning the procurement process in which the Ministry of Employment and Border Control used to acquire computer equipment and devices for several of their departments.

The Chairman welcomed visitor Mr. Vinton Chinsee to the meeting. Questions were posed to the visitor regarding the omission of specific breakdowns per department, and Mr. Chinsee explained that he purchases equipment on behalf of the Ministry, and from experience, by procuring the tender this way he is able to receive favourable warranties and terms. This process also generates savings of up to 30%.

Mr. Chinsee further stated that a standard tender is done each year due to equipment becoming obsolete and posing a security risk, especially for the Police Cyber Unit and Border Control agents. Asked why the equipment that was no longer in use donated to the schools, he went on to say that students should be made aware of new technology, and not old.

Mr. Chinsee was excused from the meeting.

The PPC determined to accept and approve the recommendation of the Evaluation Report.

**2. Evaluation Report PPC-2019-FED-077-RFP/Office Supplies, Paper/Printing Supplies/Janitorial and Sanitation Supplies for FED**

This Evaluation Report consisted of three different categories – Janitorial and Sanitation, Office Supplies/Consumables, and Paper and Printing Consumables.

The Chairman welcomed visitor Mr. Robert Tatum to the meeting. Mr. Tatum explained that pricing amounts listed were used to rank bidders based on a sample list of items selected based on high consumption from the previous contract. Items similar to those in the sample list but not specifically listed in the sample list can still be purchased by taking the average discount percentage in the relevant category and applying it back to catalogue items. Mr. Tatum was then excused from the meeting.

The PPC determined to accept and approve the recommendation of the Evaluation Report

**3. Evaluation Report PPC-2019-CIMA-095-DA/RAST for CIMA**

A brief discussion was held by the committee about the procurement process in which only a single source was considered, to provide Risk Assessment Software Tools (RAST) for the Cayman Islands Monetary Authority.

The Chairman welcomed visitors Mr. Patrick Bodden - DMD Operations, Mr. Sibbles Langston - AML/CFT Consultant, Mr. David Bennett - DHOD Information Systems and Mrs. Prabha Namburi - DHOD AML/CFT Division to the meeting.

Mr. Bodden explained that in 2017 the Caribbean Financial Action Task Force (CFATF) conducted an assessment of Anti- Money Laundering and Counter Terrorism Financing, and issued a report which identified a number of serious deficiencies in the Cayman Islands regime including a finding that fundamental improvements were needed in the Cayman Islands AML/CFT supervision and preventive framework. The Cayman Islands were then placed in an observation period, until February 2020, to correct these deficiencies.

Mr. Bodden stated that the single source was an appropriate choice, because this information is of a confidential and privileged nature, and also, if another company was considered, the process would have to restart, but the current supplier, is continuing to interface the new technology with the old.

Mr. Bennett further added that with the upgrades there would be no need for additional personnel.

The total cost of the upgrades were Euros 520,000, the Chairman instructed the visitors to submit a letter to the secretary with the cost listed in Cayman Islands Dollars. The visitors were then excused.

The PPC determined to accept the recommendation for a Direct Award, pending the letter listing the cost in Cayman Islands Dollars.

#### **4. Evaluation Report PPC-2019-EYSAL-079 RFQ/Network equipment for Education**

A brief discussion was held by the committee about the procurement process used to provide network equipment for Education.

The Chairman welcomed visitors Nicolas Mclean and Steven Durksen to the meeting.

Mr. Durksen explained that the quote was for an infrastructure refresh, across 17 sites, on all three islands. The committee wanted to know how long these upgrades would last, and if there were any warranties on the equipment. Mr. Mclean stated that it would be used for a period of around seven years, and it included a three year warranty, through a local vendor. He further added that with the new equipment they would have in house training, and network resilience backup, to restore hardware in cases of natural disasters. They would also have the ability to remotely deploy software from a central point. The visitors were then excused from the meeting.

The PPC determined to accept and approve the recommendation of the Evaluation Report.

#### **5. Evaluation Report PPC-2019-HSA-057-RFP /Construction of Mezzanine Facility and Fire Suppression at HSA**

A discussion was held about the procurement process for a Mezzanine Storage Facility and Fire Suppression System at The Health Services Authority.

The Chairman welcomed visitors Dawn Cummings, Caswell Walford, Mark Delapenha and Chris McNamee to the meeting.

The committee then voiced their concerns that the documents provided were insufficient and failed to show the cost of the project, exact nature of the project and why the quote exceeded their annual budget.

It was also noted that the Business Case was not the standard format required, and that several signatures were missing from that document. There was also a brief discussion held concerning the technique of certain parts of the scoring system, and also the possibility of bidders not given the opportunity for rectification.

The visitors were also asked if new planning permission had been obtained, since the documents were outdated, Mr. McNamee stated that they had received planning permission in November 2019. Ms. Dawn Cummings explained that she did not yet fully understand the budget process as she was quite new to the department, but knew that the cost of these projects would be spread over several budget periods.

The Chairman deferred the request and instructed the visitors to resubmit the required signed documents to show that the Mezzanine Storage and the Fire Suppression System were two different processes, the budget allocated for the project, and also the cost breakdown for each process.

The Chairman then decided to call an emergency meeting on December 13<sup>th</sup> 2019 to revisit this Evaluation Report.

**6. Evaluation Report PPC-2019-HSA-097-RFP/Architectural Design Services for new Bodden Town Health Center**

Mr. Arek Joseph excused himself from this matter and Mr. Robert Bodden acted as Chairman.

A discussion was held about the procurement process for a new multipurpose mini satellite hospital in Bodden Town.

The visitors were the same in #5 paragraph 2 above, and were questioned on the total cost of the project, which Mr. McNamee stated could not be ascertained because they were just sketches and proper drawings had not been done. He explained that the proposed buildings would be done in phases and could take from five to ten years to complete. The original expected cost was thought to be around \$250,000 but came in around 1.2 Million, for phase 1, which Mr. Delepenha stated was not unusual in this industry. The visitors were reminded that if there were any changes, they must be fully reflected in the Business Case.

The Chairman deferred the request and instructed the visitors to resubmit the required signed documents, showing what the fees should be for phase 1, what exactly they were trying to achieve, and the cost of the architectural services for the project.

**7. Evaluation Report PPC-2019-HSA-005-RFP/ HSA new Inventory Management System**

A brief discussion was held about the procurement process for a new Hospital Inventory System.

Visitor Mark Delapenha spoke to the committee about the current system being outdated and untenable, and how it offered no improvement for required efficient future operations. It would be a completely new system, and they were confident using Creative Tech, because they had done business with them previously. Questions posed by the committee concerning bidders, and the rectification period, were answered by the panel.

The Chairman deferred the request and instructed the visitors to resubmit the required signed Business Case for review. The visitors were then excused from the meeting.

Several of the committee members expressed concern that the three submissions by the Health Services Authority lacked clarity, and were poorly composed.

**8. Evaluation Report PPC-2019-FSHA-098-DA /New IT System for Tax Office**

A brief discussion was held about the procurement process for a new IT System.

The Chairman welcomed visitors Peter Stafford and Chris Smith to the meeting.

Mr. Stafford explained that the Department of International Tax Cooperation required a new IT System, which will comprise of a Tax Filing System, Tax Compliance System, and a Disaster Recovery System, for Grand Cayman as well as Cayman Brac.

Mr. Stafford also spoke about the long standing relationship they had with this company, and how the current system was not compatible for local infrastructure and for International standards. The preferred company currently provides key services to other Government Departments, while the Tax Office is also required to share highly sensitive information with other countries.

The committee asked if the Computer Department of Government could provide this service, and about confidentiality when an employee leaves the company, Mr. Stafford stated that they required highly skilled software that CSD did not have, plus the expertise was not there, and that all employees of the company were made to sign a confidentiality agreement. When asked when the system was coming on line, Mr Stafford stated February or March 2020.

The PPC determined to accept and approve the recommendation of a Direct Award.

**9. Evaluation Report PPC-2019-FSHA-038-RFP/Replace old analogue CCTV at HMCIPS**

A brief discussion was held about the procurement process to supply, install and maintain a digital CCTV System for HMCIPS.

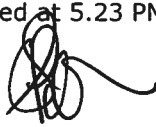
The Chairman welcomed visitor Mr. Steven Barrett to the meeting. Mr. Barrett explained to the committee that the old system was quickly becoming obsolete and he wanted to move away from the existing analogue prison type CCTV system to a commercial digital system. He said the switch would definitely enhance the safety of the people who were intrusted to his care. The committee queried the time frame for implementation, he said four to five months. After further discussion concerning the budget the Chairman instructed Mr. Barrett to send a letter to the PPC Secretary, from his Chief Officer confirming that CI\$221,518 would be allocated to cover the full cost of the project.

The PPC determined to accept and approve the recommendation of the Evaluation Report, pending the letter from the Chief Officer.

**Termination of the meeting.**

Meeting ended at 5.23 PM

Chairman



Public Procurement Committee



