



UNIVERSITY COLLEGE  
CAYMAN ISLANDS



RENEWABLE ENERGY AND SUSTAINABLE  
DEVELOPMENT PROGRAMME

## University College of the Cayman Islands

**Request for Proposals**

**For**

**Center of Biodiversity Innovation and Sustainability Website & Digital Library**

**University College of the Cayman Islands**

**Reference No.: UCCI 0561**

**“The UCCI (Resilience, Sustainable Energy, and Marine Biodiversity Programme for Caribbean Overseas Countries and Territories) Programme is funded by the European Union (EU) and implemented by Expertise France in collaboration with the Global Facility for Disaster Reduction and Recovery (GFDRR)”.**



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## PART 1 - INVITATION AND SUBMISSION INSTRUCTIONS

### A. 1.1 Invitation to Bidders

This request is an invitation by the University College of the Cayman Islands (“UCCI”) to prospective bidders to submit bids for a procurement as further described in Section A of the Procurement Particulars (Appendix A) (the “Deliverables”). This RFP is an addition to the already awarded “Request for Proposals For Monitors (Air, Water, and Electrical) and Business Management System Project 2023, Reference No.: UCCI 0010”; awardee: BRITTHAY Electric.

### B. 1.2 Procurement Contact

For the purposes of this procurement process, the “Procurement Contact” will be: [Cjuilen@ucci.edu.ky](mailto:Cjuilen@ucci.edu.ky)

**Questions and clarification on this procurement must be submitted via [Cjuilen@ucci.edu.ky](mailto:Cjuilen@ucci.edu.ky) during the question period.** Bidders and their representatives are not permitted to contact any employees, officers, agents, elected or appointed officials or other representatives of UCCI, other than the Procurement Contact, concerning matters regarding this procurement. Failure to adhere to this rule may result in the disqualification of the bidder and the rejection of the bidder’s bid.

### C. 1.3 Type of Contract for Deliverables

The selected bidder(s) will be requested to enter contract negotiations to finalize an agreement with UCCI for the provision of the Deliverables. The Contractual Terms & Conditions (Appendix D) will form the basis for negotiations between UCCI and the selected bidder.

**The successful bidder(s) may be eligible for inclusion in a Framework Agreement for the provision of similar subject matter on an “as-needed” basis as per the policy of the Central Procurement Office.**

### D. 1.4 Procurement Timetable

Issue Date	Thursday 20 <sup>th</sup> , June 2024 4:00 PM Local Time
Pre-Bid / Site Meeting	TBD
Deadline for Questions	Monday 8 <sup>th</sup> , July 2024 4:00 PM Local Time
Deadline for Issuing Answers to Questions	Thursday 11 <sup>th</sup> , July 2024 4:00 PM Local Time
Submission Deadline	Thursday 10 <sup>th</sup> , July 2024 4:00 PM Local Time
Rectification Period	5 Business Days
Anticipated Outcome Notification Date	Monday 15 <sup>th</sup> , July 2024 4:00 PM Local Time
Contract Negotiation Period	3 days
Anticipated Execution of Agreement	TBD

The timetable is tentative only and may be changed by UCCI at any time. For greater clarity, business days mean all days that UCCI is open for business.



## E. 1.5 Submission of Bids

### 1.5.1 Bids to be Submitted at Prescribed Location

Bids must be submitted to: [Cjuilen@ucci.edu.ky](mailto:Cjuilen@ucci.edu.ky)

### 1.5.2 Bids to be Submitted on Time

Bids must be submitted at the location set out above on or before the Submission Deadline. Bids submitted to a different location or after the Submission Deadline will be rejected.

### 1.5.2 Bids to be Submitted on Time

Bids must be submitted at the email provided above on or before the Submission Deadline. Bids submitted to a different email or after the Submission Deadline will be rejected.

### 1.5.3 Bids to be Submitted in Prescribed Format

Where templates are provided, they must be completed in keeping with the instructions provided. Material modifications to templates may result in elimination. Unless specifically requested in Appendix A, the content of email or other external documents referred to in the bidder's submission but not attached will not be considered to form part of its submission.

### 1.5.4 Amendment of Bids

Bidders may amend their bids prior to the Submission Deadline.

### 1.5.5 Withdrawal of Bids

At any time throughout the process until the execution of a written agreement for the provision of the Deliverables, a bidder may withdraw a submitted bid. To withdraw a bid, a notice of withdrawal must be sent to the Procurement Contact and must be signed by an authorized representative of the bidder. UCCI is under no obligation to return withdrawn bids.

### 1.5.6 Important Submission Information

It is recommended that all submissions are started as early as possible but **at least 1 day prior to the submission deadline. Submissions are not accessible by anyone until after the submission deadline.**

## F. 1.6 IMPORTANT PROJECT DISCLOSURES

1. Potential suppliers must be able to supply all the deliverables to be eligible for contract award.
2. Vendors are encouraged to review the "Requested Information" related to this project and prepare their submissions in line with what is seen in that section Appendix A.



- All submissions must have an irrevocability period of ninety (90) days from the closing date of the opportunity.

### G. 1.7 MANDATORY REQUIREMENTS

Information requested in this section will be assessed on a **Pass/Fail basis**. If a submission fails to satisfy an **eligibility** requirement, the bidder will be issued a rectification notice identifying the deficiencies and providing the bidder an opportunity to rectify the deficiencies within a given period. **Rectification does not apply to technical requirements.**

Evaluation Group 1		
Requested Information	Type of Requirement	Criteria for a Pass
Submission Form (Appendix B)	Eligibility	Each submission must include a Submission Form completed and signed by an authorized representative of the bidder.
Business License	Eligibility	Submissions must include proof of a Cayman Islands Trade & Business License or a foreign equivalent that covers the provision of the deliverables.
Goods Specification Compliance & Delivery Proposal	Technical	Submissions must include compliance with the required specifications and a delivery schedule. {Others to be added}
Product Warranty	Technical	Not applicable.

### H. 1.8 RATED CRITERIA

The following sets out the information requested to rank submissions on a point system as per the criteria laid out below.

Requested Information	Description & Criteria Scoring System	Weight (Yes/No)



<b>Evaluation Group 1</b>		
Start to finish	Can your company complete this project before <b><u>September 6th 2024</u></b>	<b>Yes</b>
<b>Evaluation Group 2</b>		
Pricing Form (Appendix C)	Each submission must include a Pricing Form (Appendix C) completed according to the instructions in the form.	<b>Yes</b>

#### I. 1.9. PRE-CONDITIONS OF CONTRACT AWARD

The following sets out the information that will need to be **provided by the successful bidder only**. This information is provided so that all potential bidders can account for these requirements in their pricing submissions. The items listed in the table **DO NOT** need to be provided until a bidder receives a letter of intent to award.

Pre-Condition of Award	Criteria for an Acceptance
Declarations	A declaration that the bidder (and its proposed subcontractors) is not subject to any winding up proceedings and is not aware of any ongoing or impending litigation being brought against it that may materially impact its ability to deliver the proposed solution or commitments in this submission.



## APPENDIX A – PROCUREMENT PARTICULARS

### Goods and Services

#### **BACKGROUND:**

As part of the execution of “Request for Proposals For Monitors (Air, Water, and Electrical) and Business Management System Project 2023, University College of the Cayman Islands, Reference No.: UCCI 0010”, the awardee – BRITTHAY Electric – will be installing the following Monitors (Air, Water and Electrical) and Johnson Controls Metasys Business Management System at the University College of the Cayman Islands.

That (already awarded) project marks a significant leap towards sustainable operations and data-driven decision-making. The primary objective of this initiative is to enhance our campus's energy efficiency, reduce operational costs, and streamline administrative processes through the implementation of advanced Monitors (Air, Water and Electrical) sub-metering technology and a comprehensive Business Management System. By installing sub-meters on five building across campus, we gain granular insights into our energy consumption patterns. This detailed understanding allows us to pinpoint inefficiencies, optimize energy usage, and implement targeted conservation strategies. Concurrently, the integration of a sophisticated Business Management System ensures seamless coordination of administrative tasks, resource allocation, and strategic planning. This comprehensive approach not only maximizes operational efficiency but also positions our institution as a leader in smart campus management, aligning our practices with modern industry standards.

Products	Quantity	Specification Description
Electrical Sub Meter Sensor	5	Meets or exceeds minimum requirements (Appendix F).
Air Conditioner Control Sensor	42	Meets or exceeds minimum requirements (Appendix F).
ECM - 1 Lighting Control	72	Meets or exceeds minimum requirements (Appendix F).
ECM - 3A Night Setback Control (NSB) (Panel Box)	5	Meets or exceeds minimum requirements (Appendix F).
ECM - 3B Install Fans and Fans Control	14	Meets or exceeds minimum requirements (Appendix F).
ECM - 4 Upgrade AHU's Control	21	Meets or exceeds minimum requirements (Appendix F).



ECM - D Demand Control Ventilation (DCV)	40	Meets or exceeds minimum requirements (Appendix F).
Water Meter Sensors	15	Meets or exceeds minimum requirements (Appendix F).

Business Management System Software (BMS): Johnson Controls Metasys (latest version).

Sir Vassel Johnston Hall:

- Electrical Sub Meter (quantity 1)
- Air Conditioner Control Sensor (quantity 7)
- Water Meters (quantity 1)
- ECM - 1 LED Lights & Lighting Control (11 Lighting)
- ECM - 3A Night Setback Control (NSB) (Panel Box)

Administration Building:

- Electrical Sub Meter (quantity 1)
- Air Conditioner Control Sensor (quantity 7)
- Water Meters (quantity 5)
- ECM - 3A Night Setback Control (NSB) (Panel Box)
- ECM - 1 Lighting Control (14 Lighting)
- ECM - 4 Upgrade AHU's Control (quantity 7)
- ECM - D Demand Control Ventilation (DCV) (quantity 7)

Library:

- Electrical Sub Meter Sensor (quantity 1)
- Air Conditioner Control Sensor (quantity 5)
- Water Meters (quantity 2)
- ECM - 3A Night Setback Control (NSB) (Control Panel)
- ECM - 4 Upgrade AHU's Control (quantity 5)
- ECM - D Demand Control Ventilation (DCV) (quantity 5)
- ECM - 1 Lighting Control (12 Lighting)

James Bodden (G Block):

- Electrical Sub Meter (quantity 1)
- Air Conditioner Control (quantity 9)
- Water Meters Sensor (quantity 2)
- ECM - 4 Upgrade AHU's Control (quantity 9)
- ECM - 3A Night Setback Control (NSB) (Control Panel)
- ECM - D Demand Control Ventilation (DCV) (quantity 9)



- ECM - 1 Lighting Control (3 Lighting)

Sybil Mclaughlin Building (B Block):

- Electrical Sub Meter (quantity 1)
- Air Conditioner Control (quantity 14)
- Water Meters Sensor (quantity 5)
- ECM - 3A Night Setback Control (NSB) (Control Panel)
- ECM - 3B Install Fans and Fans Control (14)
- ECM - D Demand Control Ventilation (DCV) (quantity 14)
- ECM - 1 Lighting Control (32 Lighting)

## **BUSINESS OBJECTIVE:**

As a spin-off of the abovementioned awarded Meter and BMS implementation project (to be executed by BRITTHAY Electric), the Center of Biodiversity Innovation and Sustainability is reaching out to bidders, as part of this RFP, to design and implement an Innovation and Sustainability website and Digital Library (for educational purposes) that meets the below mentioned requirements.

### **1. Project Overview**

- **Objective:** Develop a website that serves as a central resource for information, collaboration, and innovation in biodiversity and sustainability.
- **Stakeholders:** Center directors, research staff, partner organizations, funders, and the global community.
- **Scope:** The website will include informational pages, news updates, a sustainability plan, Leadership, Business & innovation, a biodiversity digital library, research findings, educational resources, and a secure area for partner collaboration.
- **Sample sites:**
  - <https://www.cisl.cam.ac.uk>; <https://sustainable.harvard.edu>; <https://sustain.princeton.edu>

### **2. User Requirements**

- **Target Audience:** Academics, researchers, policymakers, business leaders, and the public interested in biodiversity and sustainability.
- **User Needs:**



1. Access to up-to-date data from the Building Management System (BMS) as setup and implemented by BRITTHAY Electric as part of the initial RFP. These real-time data, covering all meters and spaces (buildings) as defined earlier in this section, will need to be automatically extracted (by using the Metasys Export Utility) and uploaded into a separate Microsoft Access database that needs to be designed and implemented as part of this RFP, and will be an integral part of the website. In addition to this, ad hoc queries to be downloaded to Microsoft Excel spreadsheets should also be supported. Please note that Johnson Control's Metasys BMS will remain the system of reference for all applicable real-time data and outlying data need to be corrected in the BMS system itself prior to the uploads (cleansed data). Automated upload frequency: daily. Data retention is set for 3 years.
2. Access to up-to-date interactive dashboard from the BMS covering as setup and implemented by BRITTHAY Electric as part of the initial RFP (customization of the Metasys UI dashboards in the Dashboards Manager; applying the BMS' Export Graphics option to export the created and edited Metasys UI graphics through Graphics Editor). These interactive dashboards, covering all meters and spaces (buildings) as defined earlier in this section, will need to be automatically extracted (by using the Metasys Export Utility) and uploaded into a separate Microsoft Access database that needs to be designed and implemented as part of this RFP, and will be an integral part of the website. In addition to this, ad hoc queries to be downloaded to Microsoft Excel spreadsheets should also be supported. Please note that Johnson Control's Metasys BMS will remain the system of reference for all derived dashboards. Automated upload frequency: daily and weekly. Data retention is set for 3 years.
3. Information on sustainability plan's events and initiatives.
4. Resources for education and training in sustainability practices.
5. Digital library (see expanded section 9 below).
6. Opportunities for collaboration and networking.

### 3. Functional Requirements

- **Content Management System (CMS):** Easy-to-use platform for regular updates by non-technical staff.
- **Search Functionality:** Robust search engine to easily find content, events, and publications.
- **Multimedia Support:** Capability to host videos, webinars, and interactive media.



- **Responsive Design:** Optimized for all devices (desktop and tablet platforms as well as mobile platforms), ensuring accessibility and usability.
- **User Interaction:** Features like contact forms, newsletter sign-up, and social media integration.
- **Security Features:** Secure login for partners and contributors to access privileged information. User registration and access control for Microsoft Access database to be implemented as part of this RFP.

#### 4. Technical Requirements

- BMS Integration (as defined in section 2).
- **Website Hosting:** Reliable web hosting with scalability options for high traffic and data storage.
- **Microsoft Access database hosting:** UCCI
- **SEO Best Practices:** Implementation of SEO (search engine optimization) strategies to enhance visibility and user engagement.
- **Analytics:** Integration of tools like Google Analytics for tracking user engagement and website performance.
- **Compliance:** Adherence to web accessibility standards and data protection regulations.

#### 5. Design Requirements

- **Branding:** Align with the center's existing brand guidelines to ensure consistency across all communications.
- **Navigation:** Intuitive layout and navigation to enhance user experience and accessibility.
- **Visual Elements:** Use of high-quality images and graphics that reflect the themes of biodiversity and sustainability.

#### 6. Budget and Timeline

- **Budget:** Detailed budget outlining all costs associated with the website development, including design, development, testing, and deployment.
- **Timeline:** Key milestones and deadlines, from the initial concept to the launch of the website, including the Digital Library, specifying the design (formal signoff from UCCI



needed), development, thorough ecosystem testing (formal signoff from UCCI needed), and deployment (decommissioning by UCCI) timelines. Total project turnaround time is set to 45 days.

## 7. Evaluation and Maintenance

- **Testing:** Plans for usability and compatibility testing before going live; all real-time data and interactive dashboards BMS upload scenarios to be included.
- **Maintenance:** Ongoing maintenance and updates post-launch to ensure the website remains relevant and functional.

## 8. Risks and Mitigations

- **Risk Identification:** Potential risks that could impact the project timeline or budget.
- **Mitigation Strategies:** Steps to mitigate these risks to keep the project on track.

## Expanded Section 2 and 3 (User / Functional Requirements) for Digital Library

### 9. Digital Library

- **Objective Digital Library:** Create a comprehensive digital resource hub within the website to provide interactive, educational, and archival content focused on the center's sustainability efforts and historical data.
- **Features Digital Library:**
  1. **Data Integration:** Connect with the existing BMS system to draw real-time data for use in interactive dashboards (see above).
  2. **Interactive Dashboards:** Develop dashboards that display real-time utilization of energy and management of resources. Dashboards will reflect data from all meters and spaces (buildings) as defined earlier in this section and include:
    1. Air quality monitors
    2. Solar arrays
    3. Electricity usage monitors
    4. Air conditioning controls
    5. Lighting controls



- 6. Nighttime energy use adjustments
- 3. **Visualization Tools:** Implement tools to visualize the above data dynamically, allowing users to understand trends, patterns, and areas for improvement in energy management.
- 4. **Archival Repository:** Store and organize archival content, including:
  - 1. Photographs of events, facilities, and historical moments
  - 2. Video recordings of lectures, events, and informational content
  - 3. Past courses materials and educational resources
  - 4. Policy documents and historical records
- **Design Requirements Digital Library:**
  - User Interface:** Design an intuitive user interface for the Digital Library that allows easy navigation between interactive dashboards and archival materials.
  - **Accessibility:** Ensure that all features are accessible according to ADA standards, including screen reader compatibility and alternative text for images and videos.
  - **Visual Design:** Utilize high-quality graphics and visual elements that enhance the user's ability to interact with real-time data and historical content.
- **Testing and Maintenance Digital Library:**
  - **Testing:** Conduct thorough testing of the Digital Library, particularly focusing on the robustness of the data integration and the responsiveness of the interactive dashboards.
  - **Feedback Loop:** Establish a mechanism for users to provide feedback on the Digital Library's usability and functionality to continually adapt and improve the resource.
  - **Updates:** Plan for periodic updates to both the dashboard data integration points and the archival contents to keep the library current and relevant.

## APPENDIX B – SUBMISSION FORM

### 1. Bidder Information

Full Legal Name Under Which Bidder Carries on Business:	
---------------------------------------------------------	--



Street Address:	
City, Country/Province/State:	
Postal Code:	
Phone Number:	
Company Website (if any):	
Bidder Contact Name and Title:	
Bidder Contact Phone:	
Bidder Contact Email:	

## 2. Acknowledgment of Procedures & Rules of Procurement Process

The bidder acknowledges that they have reviewed, fully understand, and will be governed by the procedures and rules of the procurement process seen in Part 2. The bidder declares that it has not engaged in any conduct prohibited by this procurement. Among other things, such rules and procedures confirm that this procurement process does not constitute a formal, legally binding bidding process does not give rise to a contract, and that no legal relationship or obligation regarding the procurement of any good or service will be created between UCCI and the bidder unless and until UCCI and the bidder execute a written agreement for the Deliverables.

## 3. Addenda

The bidder is deemed to have read and considered all addenda issued by UCCI prior to the Deadline for Issuing Addenda.

## 4. Conflict of Interest

For the purposes of this procurement, the term “Conflict of Interest” includes, but is not limited to, any situation or circumstance where:

- (a) in relation to the procurement process, the bidder has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to (i) having, or having access to, confidential information of UCCI in the preparation of its bid that is not available to other bidders, (ii) communicating with any person with a view to influencing preferred treatment in the procurement process (including but not limited to the lobbying of decision-makers involved in the procurement process), or (iii) engaging in conduct that compromises or could be seen to compromise, the integrity of the open and competitive procurement process or render that process non-competitive or unfair; or
- (b) in relation to the performance of its contractual obligations under a contract for the Deliverables, the bidder’s other commitments, relationships, or financial interests (i) could or could be seen to, exercise an improper influence over the objective, unbiased, and impartial exercise of its



independent judgment, or (ii) could, or could be seen to, compromise, impair or be incompatible with the effective performance of its contractual obligations.

For the purposes of section (a)(i) above, bidders should disclose the names and all pertinent details of all individuals (employees, advisers, or individuals acting in any other capacity) who (a) participated in the preparation of the bid; **AND** (b) were employees of UCCI within twelve (12) months prior to the Submission Deadline.

Name(s) of Individual Involved in Bid Preparation	Previous Position/Capacity within UCCI

If the box below is left blank, the bidder will be deemed to declare that (a) there was no Conflict of Interest in preparing its bid, and (b) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the procurement. Otherwise, if the statement below applies, check the box.

- The bidder declares that there is an actual or potential Conflict of Interest relating to the preparation of its bid, and/or the bidder foresees an actual or potential Conflict of Interest in performing the contractual obligations if they are awarded the contract. Details are provided below:

### 5. Disclosure of Information

The bidder hereby acknowledges that any information provided in this bid, even if it is identified as being supplied in confidence, is subject to the provisions of the Freedom of Information Law (2015 Revision) and may be disclosed where required by law or by order of a court. The bidder hereby consents to the disclosure, on a confidential basis, of this bid by UCCI to the advisers retained by UCCI to advise or assist with the procurement process, including with respect to the evaluation of this bid.

\_\_\_\_\_  
Signature of Bidder Representative

\_\_\_\_\_  
Name of Bidder Representative

\_\_\_\_\_  
Title of Bidder Representative

\_\_\_\_\_  
Date

I have the authority to bind the bidder.



### APPENDIX C – PRICING FORM

#### 1. Instructions on How to Complete Pricing Form

- (a) Rates must be provided in Caymanian Dollars (KYD). Please note that when converting from US Dollars to Cayman Islands Dollars, bidders shall use a conversion rate of \$1 USD = \$0.8375 KYD.
- (b) Rates quoted by the bidder must be all-inclusive and must include all bonding costs, all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery, all costs of installation and set-up, including any pre-delivery inspection charges, and all other overhead, including any fees or other charges required by law.
- (c) Pricing should be exclusive of duties levied by Customs & Border Control. A duty waiver will be provided.

#### 2. Evaluation of Pricing

The pricing of bidders that have not met the mandatory or minimum criteria laid out in Appendix A will not be included in the pricing evaluation.

Pricing will be evaluated with the following formula:

#### 3. Pricing Form

Pricing Component	Pricing Structure	(A) Est. Qty.	(B) Price Offering (Unit Price)	(AxB) Total Price (KYD\$)
Hardware (If applicable)			\$	\$
Software for 5 years (If applicable)			\$	\$
Labour Cost			\$	\$
Professional Services/ Technical/Training			\$	\$
			<b>Sub-total</b>	\$
			<b>Discount (5%)</b>	\$
			<b>Total:</b>	\$



## APPENDIX D – CONTRACTUAL TERMS & CONDITIONS

The contractual terms & and conditions are found here:

- [Contract for Goods and Services](#)

This will form the basis of any eventual Agreement between the UCCI and the Successful Bidder. Although the final wording of the provisions may be subject to limited negotiation, bidders should be prepared to enter into an agreement with minimal changes. Below are key contract considerations related to this project. Vendors should include any objections to the below terms as a part of their submission for consideration.

Key Contract Elements	Details
Expected Execution Date	See “Procurement Timetable”.
Expected Initial Contract Length	15 Weeks
Contract Extension Clause	No Extension. Must be completed by or before September 6 <sup>th</sup> 2024.
Service and Goods Delivery Location	168 Olympic Way, Grand Cayman, Cayman Islands KY1-1107
Payment Terms	<p><b>Goods:</b> Payment upon delivery and acceptance</p> <p><b>Services:</b> Upon Completion of Agreed Project Milestones</p> <p><b>Days from Invoicing by Supplier to Payment:</b> 30 Days or Before.</p>
Period for which Insurance must remain in force	During the term of this Agreement and for a period of six years thereafter.
Material Breach Termination by Either Party	Allowed with immediate effect if a material breach occurs that is irremediable or if such breach is remediable, is not remedied within 30 Days of written notice.



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Force Majeure	If the period of delay or non-performance continues for 4 weeks OR 1 month, the party not affected may terminate this Agreement by giving 7 days' written notice to the affected party.
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**Note: Where determined appropriate by the procuring entity, the information provided may be captured in the contract and monitored as part of the contract performance.**

**Completed and endorsed.**

.....  
(Name and position – print)

.....  
(Signature)

...../...../.....  
(Date)