Reference Guide: Gazetting qualifying contracts under section 6(6) PATI Act

The Information Commissioner takes a progressive approach to monitoring and enforcing compliance with the Public Access to Information Act 2010, as explained in the ICO's Compliance Enforcement Policy and Handbook.

This document provides a list of resources to assist your public authority's efforts to comply with the duty to inform the public of all qualifying contracts (i.e. any contract for goods or services with a total value of $50,000 or more) by publishing a Notice in the Official Gazette (section 6(6) of the PATI Act).

Where can one learn about the duty to gazette qualifying contracts?

- Once you are familiar with section 6(6) of the PATI Act, you can start by reading the ICO's PATI Annual Return Guidance, which has a section titled 'Guidance for gazetting qualifying contracts'. You can also have a look at ICO's FAQ: PATI Act Part 2 obligations for public authorities.
- For a concise summary of best practice, look at the Cabinet Office's PATI Administrative Code of Practice; start at paragraph 13.9. The Code of Practice also includes a gazette notice template (Appendix III). Queries about the Code or template should be directed to PATI/PIPA Unit at the Ministry of the Cabinet Office.
- For practical assistance with calculating contract total value, you can refer to the Office of Project Management & Procurement's Code of Practice for Project Management and Procurement, at paragraphs 8.1 to 8.6.
- Gazetting of qualifying contracts is a crucial part of the PATI Annual Return to the ICO. All relevant information, including the full complement of resources is available at ico.bm.
- To see how the ICO collates data about gazetted contracts collected from public authorities through the ICO Annual Return, you can find this information in the ICO's Annual Reports, published each March.

Who to contact for more information?

- For publishing notices in the Official Gazette, you can email the Cabinet Office at egazette@gov.bm.
- For support by the Office of Project Management & Procurement, you can email procurement@gov.bm.
- For PATI training or 1-to-1 support by the PATI/PIPA Unit, you can email pati@gov.bm. (Note: PATI/PIPA Unit offers PATI training for public officers throughout the year, via the Department of Employee & Organisational Development)
- For general information from the ICO about the PATI Act and Regulations or the ICO's processes, please contact the ICO directly at info@ico.bm or 543-3700.

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3-Dec-2025	SB	2.0	2.1	Revised to match suite of resources for the revised 2025 PATI Annual Return. Excerpts to PATI Annual Return Guidance, OPMP Code of Practice and PATI Administrative Code of Practice removed.