Submission of Supporting Documents for the BO Module

The application should be submitted together with all the supporting documents below to the satisfaction of the Buildings Department (BD), to fully demonstrate that their BO Module is in compliance with the Reference Specification for the BO Module attached below. Applications with incomplete information and supporting documents would not be proceeded.

DWSS-BO Module_Specifica

Information and supporting documents should be submitted in CD/DVD in the form of a non-rewriteable CD-ROM in ISO 9660 format (i.e. CD format) or non-rewriteable DVD-ROM in ISO/IEC 13346:1995 format (i.e. DVD format) with the product information printed on the cover. The electronic files of the said supporting documents should: (a) be in the Adobe Portable Document Format (PDF) that support searching of text, and each page of the documents should not be larger than A3 size; (b) have a clear index listing the content and purpose of each document file; (c) support searching of text contained in the document; and (d) have resolution not less than 300 dpi for any image contained in the document.

Item	Description	Reference paragraphs of the BD's Reference Specification
1	PowerPoint demonstrating the following core functions and performance of the BO Module :	
	(a) User Registration Management	Sections 1.1, 3.1, 3.3 & Annexes A1-A5, B1
	(b) Supervision Plan Management	Sections 1.1, 3.1, 3.3 & Annexes A1-A5, B2
	(c) Form A Management	Sections 1.1, 3.1, 3.3, 4.1, 7.1, 7.2 & Annexes B3-B4, B11, C, C1-C4
	(d) Form QSR Management	Sections 1.1, 3.1, 3.3, 4.1, 7.1 &

Item	Description	Reference paragraphs of the BD's Reference Specification
		Annexes B5-B6, B11, D, D1-D13
	(e) Form QC Management	Sections 1.1, 3.1, 3.3, 4.1, 7.1 & Annexes B7, B11, E, F
	(f) Form B Management	Sections 1.1, 3.1, 3.3, 4.1, 7.1 & Annexes B8, B11, G
	(g) Site Monitoring Management	Sections 1.1, 3.1, 3.3, 4.1, 7.1 & Annexes B9 - B11, H1-H5
	(h) System designed to allow authorized parties to access and share required data via API libraries with other application in the future	Sections 1.1, 1.2, 5.2, 5.3, 6.2
2	Video demonstration (about 5 minutes each) with narration to illustrate the workflow for each core functional areas above and a one-page summary of the video contents with timestamps for each video. The video for each core functional areas should also highlight the compliance of typical end to end workflows and including the key features of the BO Module below:	
	I. Typical end-to-end workflows for each core function (user actions and system responses)	Sections 3.1 & Annexes B1-B14
	II. Automatic alerts and notification mechanisms (trigger conditions, delivery channels, and sample alert messages)	Sections 1.1, 1.2, 2.5, 3.1, 4.1, 4.2, 7.1, 7.2
	III. Dashboard views and reporting capabilities (real-time indicators, filters, drill-downs, and sample report exports)	Sections 2.2, 3.1, 4.1, 4.2, 6.2, 7.2 & Annex B11
	IV. Performance expectations where relevant (e.g., response time, concurrent-user handling)	Sections 1.1, 2.3, 3.2, 3.3, 4.2, 5.1
	V. Related short on-screen captions or callouts to highlight key steps	Sections 3.2, 5.1

Item	Description	Reference paragraphs of the BD's Reference Specification
	and features	
3	Security Audit Report by an independent third-party auditor. The Report shall also demonstrate compliance with the following requirements or equivalent performance: I. Strong password with at least eight mixed-case letters, numbers and special symbols II. Disallowing concurrent logins for same user III. Forcing login password changes every 6 months or less IV. Temporary account lockout on five of unsuccessful login attempts V. Two-factor authentication for system log-on VI. Single-factor authentication for functions such as form submission	Sections 2.2, 2.6, 3.3
4	Privacy Compliance Audit Report by an independent third-party auditor without outstanding issue items	Sections 1.1
5	Declaration letter from whom owns the Intellectual property (IP) rights of the BO Module that all changes or customisation in the BO Module would not affect the compliance of the assessment items stated in the Security Audit Report / Privacy Compliance Audit Report.	Section 1.1 & 2.6
6	Declaration letter from whom owns the Intellectual property (IP) rights of the BO Module that at least three (3) backup versions of the BO Module shall be kept for a period of at least twelve (12) months after the completion of the construction project, in compliance with the Building (Administration) Regulations. For site-hosted systems, the backup copies shall be stored on at least two (2) different media types and at least one (1) copy shall be kept offsite.	Section 2.4.2
7	BD reference no(s) assigned for each project (if any) and AP/RSE/RGE/Contractor reference letter or feedback.	
8	User Acceptance Test (UAT) Results Report. The UAT Results Report should include all test cycles, test cases and results of each function, together with the Test Incident Summary covering the details of all testing incidents / logs such as description, classification, reported date, reported by, completion date, remedial solution, remedial status, test result (pass / fail) and e.t.c, collected	

Item	Description	Reference paragraphs of the BD's Reference Specification
	from each test cycle.	
9	Demo site or UAT site of their BO Module available for no less than 60 calendar days. The sites must include adequate testing accounts and data to facilitate the test run of typical end-to-end workflows for each core function and to simulate the test cases specified in the UAT Results Report, for BD validation and verification of the features in the BO Module such that all key functional areas stated in the Reference Specification could be complied with. (URL._____)	