



Invitation for Expression of Interest -
Tender for Professional Services Provider for the
Maintenance, Support and Enhancement
of the iBEAM Assessment Automation System

Our Ref: EOI/BSO/2026/004

Invitation to Expression of Interest (EOI)

Agreement No. BSD 4/2026

Tender for

Professional Services Provider for the

Maintenance, Support and Enhancement

of the iBEAM Assessment Automation System

for

the BEAM Society Limited

ASSIGNMENT BRIEF

October 2026



**Invitation to Expression of Interest (EOI) -
Tender for Professional Services Provider
for the Maintenance, Support and Enhancement
of the iBEAM Assessment Automation System
for BEAM Society Limited**

Table of Contents

	Page
1. Background	3
2. Introduction to iBEAM	4
3. Objectives of the Assignment	5
4. Scope of the Assignment	6
5. Presentation	9
6. Deliverables	9
7. Brief Timeline of the Assignment	10
8. Requirements of the PSP	11
9. PSP Office and Staffing	11
10. Tentative Procurement Plan	13

Our Ref: EOI/BSL/2026/004

This document describes the requirements for the Maintenance, Support and Enhancement of the iBEAM Assessment Automation System (iBEAM). It provides the foundation on which the Tenderers shall base their proposals. Professional Services Providers (PSPs) responding to the Invitation for Expression of Interest (EOI) shall read and understand this document in its entirety in order to assure compliance with the requirements, functionalities and objectives of iBEAM.

Words in singular form in this and the associated documents shall be interpreted as singular or plural as suggested by the context of the statement in this document.

1. Background

- 1.1 Established in 2010, BSL is the owner of the Building Environmental Assessment Method (BEAM). As a Scheduled Public Body, BSL plays a key role in the development and implementation of BEAM standards for practitioners in all related disciplines, and for individual construction projects.
- 1.2 To enhance consistency and efficiency, reduce human dependence, and provide better timely services, BSL is committed to digitalisation and automation of its existing assessment workflows.
- 1.3 In 2021, BSL developed and launched its assessment automation system named iBEAM. iBEAM is an innovative solution designed to assist building practitioners in carrying out green building assessments and analyses. iBEAM supports a paperless assessment workflow by enabling building data and supporting documents to be uploaded to a single cloud-based platform. This enhances the transparency, security and integrity of the assessment process, mitigating risks of bribery and other irregular practices. iBEAM is also capable of analysing project data relating to the built environment and sustainable development. The data collected through iBEAM serves as a valuable data repository for analysing green building development trends and supporting the formulation of forward-looking recommendations for sustainable development within the industry.
- 1.4 The contract for the current maintenance and support services for iBEAM will end on 31 December 2026. Against this background, BSL is now inviting a PSP to provide the maintenance, support and enhancement services for iBEAM for a period of five (5) years, from 1 January 2027 to 31 December 2031 (the 'Assignment'). The Assignment is intended to ensure the continued and effective operation of iBEAM in supporting green building assessment workflows.

Our Ref: EOI/BSD/2026/004

2. Introduction to iBEAM

2.1 iBEAM is a cloud-based system for supporting and automating the end-to-end green building assessment process. It enables authorised users, including BSL personnel, Applicants, Assessors and other building practitioners involved in green building assessment projects, to submit, manage, review and assess project information and supporting documents through a centralised digital system. iBEAM supports a paperless, transparent and efficient assessment workflow, facilitates the secure management of assessment-related data, and enables authorised users to access relevant functions and information online at any time, subject to planned maintenance and system availability.

2.2 The key features of iBEAM include the following:

- (i) User Management - Enables the management and authorisation of users who may access specific projects, functions and information within iBEAM.
- (ii) Project Management - Stores project-related information, including basic project information and assessment information, and enables authorised users to create, update, manage and review such information.
- (iii) Document Submission - Allows the Applicants to make electronic submissions (e.g. forms, drawings, calculations, documents, etc.) to BSL for green building assessments. The feature provides data validation and error checking functions to minimise data entry errors and non-compliant submissions.
- (iv) Workflow and Approval - Supports the daily assessment and approval processes for green building assessments according to procedures and standards. The electronic forms (e-Forms), along with the supporting documents submitted by Applicants, are assessed against applicable assessment standards within a defined timeline. Commenting and approval mechanisms are built into the workflow process to ensure the appropriate documentation of decisions at every step of the green building assessments.
- (v) BAS Assignment - Automates the assignment of BEAM Assessors (BAS) to individual assessments based on predefined criteria.
- (vi) Online Communication - Enables online communication, dialogue and information exchange among relevant stakeholders throughout the assessment process.
- (vii) Reporting - Compiles relevant information from the system database, including assessment materials, technical information and statistical data, to support the preparation of standardised and customised reports.

Our Ref: EOI/BSD/2026/004

- (viii) Knowledge Database - Contains assessment criteria, guidance materials and other useful information to assist the Applicants in preparing assessment submissions. A simple large language model (LLM) in the form of artificial intelligence (AI) chatbot has been built into the system to facilitate indexing of decisions made throughout the green building assessment process and to enable users to search for information and rules related to the green building assessments operated by BSL.
- (ix) Analytics - Extracts and analyses project and assessment data and presents the resulting information through dashboards to provide insights to users.
- (x) Finance - Facilitates the processing and management of payments and fees relating to assessment applications and Assessors.
- (xi) Data Exchange - Enables the secure exchange of project assessment result data between iBEAM and external third-party platforms, supporting interoperability, data sharing and downstream use of assessment outcomes.
- (xii) iBEAM Unison - Extracts, processes, and visualises data attributes from Building Information Modelling (BIM) models for green building analysis and green finance applications.

2.3 Detailed descriptions of the functions of iBEAM, together with the applicable assessment procedures and assessment standards, are set out in the following documents, which can be accessed through the Download Area on iBEAM at <https://www.ibeam.hk/public/knowledgeDatabase/?tab=downloadArea>:

- (i) iBEAM User Guide;
- (ii) iBEAM Unison User Guide;
- (iii) BEAM Plus Procedures Manual (Assessment); and
- (iv) BEAM Plus Assessment Manuals.

3. Objectives of the Assignment

- 3.1 The intent of the Assignment is to obtain professional services from the PSP for the successful completion of the Assignment as described in this Assignment Brief.
- 3.2 The Assignment is intended to support BSL in sustaining and continuously improving iBEAM as the central digital platform for green building assessment, through a

Our Ref: EOI/BSA/2026/004

comprehensive, end-to-end managed service covering application, infrastructure, security, compliance and enhancement.

3.3 The services to be provided by the PSP for this Assignment shall meet the following objectives:

- (i) Sustain the continuous, reliable and secure operation of iBEAM throughout the five (5) years Contract Period to support uninterrupted green building assessment workflows;
- (ii) Maintain the performance, availability and resilience of iBEAM and its cloud infrastructure to meet BSL's service-level and user-experience requirements;
- (iii) Safeguard the confidentiality, integrity and availability of iBEAM system architecture, database, application program interfacing and all data stored and processed within the system through robust cybersecurity controls that comply with applicable laws, regulatory requirements and information security standards;
- (iv) Support the continuous improvement and enhancement of iBEAM's system capabilities, key features and core functions through structured enhancement services that address changing user needs, assessment requirements and technological developments;
- (v) Ensure effective integration and data exchange between iBEAM and other relevant systems to support seamless assessment and certification workflows;
- (vi) Ensure the continuous operation of iBEAM between the transition of the existing iBEAM contract and the current contract or the current contract and the future iBEAM operation and enhancement contract by working in tandem with the corresponding PSP to preserve system knowledge and records, understand the needs of existing system users and provide the necessary manpower and capability to take up the iBEAM operational servicing; and
- (vii) Advise on new technologies and computational engine models to help the iBEAM system keep pace with market trends in urban analytics, green building assessment, and workflow processing.

4. Scope of the Assignment

- 4.1** The scope of the Assignment is to provide maintenance, support and where necessary, enhancement services for iBEAM to maintain its continuous and effective operation throughout the five (5) years Contract Period from 1 January 2027 to 31 December 2031.

Our Ref: EOI/BSO/2026/004

System Support and Maintenance Services

- 4.2 The PSP shall act as the single accountable service provider, responsible for the overall coordination, management, performance monitoring, availability, security and integrity of iBEAM and its operating environment.
- 4.3 The PSP shall deploy a suitably qualified and experienced core service team to provide routine operation, preventive and corrective maintenance, incident and problem management, performance monitoring, configuration and change management, user support, operational reporting, day-to-day project coordination and stakeholder engagement.
- 4.4 The PSP shall provide operation support services during normal office hours from 09:00 to 18:00, Monday to Friday, and maintain an out-of-hours emergency support and escalation arrangement for critical incidents affecting iBEAM's availability, security, data integrity or assessment services.
- 4.5 The PSP shall undertake transition-in and mobilisation activities before the service commencement date and provide transition-out support upon expiry or termination of the Contract, including coordination with the incumbent or replacement service provider, knowledge transfer, access setup, readiness verification, data and record transfer, and operational handover.

Management of System Infrastructure and Software Subscriptions

- 4.6 The PSP shall supply, manage, operate, monitor and maintain the complete iBEAM architecture and associated infrastructure across all operational environments, including virtual machines, databases, storage, networks, security components, backup facilities and related cloud resources.
- 4.7 The PSP shall provide 24x7 monitoring and technical support for cloud infrastructure, maintain a minimum cloud service availability of 99.95%, and monitor and maintain system capacity, performance and resilience to meet the Employer's service level and transaction response time requirements.
- 4.8 The PSP shall be responsible for all software, licences, subscriptions, certificates, tools and related components required for the continuous operation, maintenance, support and enhancement of iBEAM, including their procurement, administration, maintenance and renewal.

Our Ref: EOI/BSD/2026/004

Maintenance and Enhancement of iBEAM Features

- 4.9 The PSP shall upkeep and where necessary, deploy the necessary coding and/or interfacing enhancements to the following key features of the iBEAM system: (a) user management, (b) project management, (c) document submission, (d) workflow and approval, (e) BAS assignment, (f) online communication, (g) reporting, (h) knowledge database, (i) analytics, (j) finance, (k) data exchange and (l) iBEAM Unison.
- 4.10 The PSP shall provide, maintain and support interfaces, Application Programming Interfaces (APIs), system integrations and data exchange mechanisms between iBEAM and third-party systems designated by the Employer, including systems hosted on servers located within or outside Hong Kong, using standard industry protocols and commonly used data formats.
- 4.11 The PSP shall provide enhancement services to support the continuous improvement, adaptability and long-term maintainability of iBEAM. Furthermore, the PSP shall also advise on any advanced technology, such as Artificial Intelligence (AI), Large Language Model (LLM), computation modelling with building information modelling, etc, that may assist in further enhancing the functions and system performance of the iBEAM.

Data Protection, Security and Audit

- 4.12 The PSP shall implement and maintain comprehensive data protection and cybersecurity controls to safeguard the confidentiality, integrity and availability of iBEAM, its services and data, continuously monitor security threats and vulnerabilities, promptly notify BSL of identified risks, and implement appropriate preventive and remedial actions.
- 4.13 The PSP shall ensure that the operation, maintenance and enhancement of iBEAM comply with all applicable laws and regulatory requirements, BSL's information security policies and requirements, applicable HKSAR Government and OGCIO information security policies and guidelines, recognized international security management systems framework, such as ISO/IEC 27001:2022, SOC 2, GDPR, and any other recognised industry standards and good practices.
- 4.14 The PSP shall complete the annual Security Risk Assessment and Audit and maintain ISO/IEC 27001:2022 certification throughout the Contract Period, including rectification of identified findings and non-conformities and implementation of security enhancements recommended by third-party auditors at no additional cost to the Employer.

Our Ref: EOI/BSL/2026/004

5. Presentation

5.1 The PSP shall prepare necessary presentations required during the maintenance, support and enhancement of iBEAM as below:

- (i) Prepare and attend all meetings with BSL for the purpose(s) related to the activities of the Assignment;
- (ii) Conduct interviews with BSL staff, and any relevant industry stakeholders in relation to the Assignment;
- (iii) Report on the progress of the Assignment to BSL and relevant committees;
- (iv) Present the deliverables for BSL's comments and/or approval; and
- (v) Support BSL to answer any queries from the relevant industry stakeholders and undertake improvement work in relation to the Assignment.

6. Deliverables

6.1 Based on the requirements depicted above, the PSP shall be responsible for the maintenance, support and enhancement of iBEAM, and provide the key deliverables listed in Table 6.1.

Table 6.1 Key Deliverables

Key Deliverables	Contents	Timing / Submission Basis
Service Mobilisation Plan	Contact matrices, escalation paths, initial infrastructure audits, and software inventory validation records	At service commencement or as required by BSL
Periodic System Support Service Reports	System metric logs, patching histories, housekeeping records, and preventive maintenance records	Periodically / regularly as mandated by BSL
Incident Logs, Event Logs, Service Management Reports	Incident cases root-cause analyses and case status records, Change tracking registries, Service-level and performance records	Regularly or as mandated
Infrastructure and Cloud Support Documentation	Updated system architecture models, VNET routing profiles, Azure resource inventories, licence validation sheets, and software renewals	Maintained dynamically; provided upon request

Our Ref: EOI/BSD/2026/004

On-demand reports	AI chatbot query telemetry, utilisation charts, data extraction scripts, dashboard documentation, and calculation validation records	On demand as requested by BSL
Security, Audit and Compliance Report	ISO/IEC 27001 audit support dossiers, annual SRAA compliance reports, DR drill summaries, and security patch verification records	Aligned with annual audit cycles
Service Transition and Handover Plan	Integrated transition plans, final technical repositories, source code exports, access transfers, and certified data deletion logs	During transition-in, transition-out, expiry or termination

- 6.2 All documents shall be submitted in editable electronic formats where applicable, including Microsoft Word, Microsoft Excel, system export files and log files, together with PDF copies where required by BSL.
- 6.3 All deliverables produced by the PSP shall be subject to acceptance by BSL. BSL will endeavour to respond and comment on the deliverables submitted by the PSP within a reasonable time after submission as practical as possible. The PSP shall rectify and supplement the submissions within 2 weeks upon receiving comments from BSL and/or stakeholders.
- 6.4 The copyright of the customised designs, systems, reports, documents, recommendations, data and any other information prepared or collected by the PSP, its specialist(s) and the sub-contractor(s) and their employees and agents in the course of this Assignment shall rest with BSL.

7. Brief Timeline of the Assignment

- 7.1 The Assignment is planned to commence on 1 January 2027 and shall continue until 31 December 2031. The Assignment shall be undertaken over a Contract Period of five (5) years.
- 7.2 The Assignment shall comprise two service categories, namely Mandatory Services and Enhancement Services. The Mandatory Services shall be provided continuously throughout the Contract Period, whereas the Enhancement Services shall be performed as and when approved by BSL.
- 7.3 The deliverables are expected to be submitted during the course of the Assignment as specified in Section 6 above, under the supervision of BSL.

Our Ref: EOI/BSO/2026/004

7.4 To achieve the objectives of this Assignment, the PSP shall perform the Services in accordance with the proposed methodology and plan. The proposed methodology and plan shall be accepted by BSL prior to the commencement of the Services.

7.5 Supplementary modifications to the System, and information and reports other than the deliverables stated above shall be prepared and delivered at such reasonable time upon request by BSL.

8. Requirements of the PSP

8.1 The PSP shall be directed and supervised by BSL.

8.2 The PSP shall obtain the approval of BSL before commencement of each stage of the Assignment.

8.3 The PSP shall attend all meetings held by BSL for this Assignment and the internal meetings of BSL as required and necessary.

9. PSP Office and Staffing

9.1 An experienced and competent PSP will be engaged to conduct the tasks stipulated in Section 4 above. It is anticipated that the PSP shall consist of one Project Manager, one Project Analyst, one Analyst Programmer, and one Cloud Specialist to complete the Assignment.

9.2 The PSP shall maintain for the duration of this Assignment an office in Hong Kong under the control of a Project Manager with at least ten (10) years of IT project management experience in the field relevant to the subject matter of the Assignment.

9.3 The composition of the PSP shall also include at least the following team members:

- (i) Project Manager – Minimum of ten (10) years post-qualification IT project management experience, of which at least five (5) years in management of building development-related assessment, submission, or workflow management systems, at least three (3) years in IT project management using Agile methodologies or equivalent iterative project management frameworks, and at least two (2) years managing projects involving openBIM. He/she shall possess a degree or above in Information Technology or related disciplines from a recognised HKSAR tertiary institution, or equivalent.

Our Ref: EOI/BSL/2026/004

- (ii) Project Analyst – Minimum of five (5) years post-qualification experience in implementation or maintenance of building development-related assessment, submission or workflow management systems, of which at least three (3) years in functional analysis, requirements elicitation, test coordination, user support or related activities for web applications, at least three (3) years in implementation or maintenance of systems hosted on Microsoft Azure, at least two (2) years in .NET programming and web application development, and at least one (1) year working on projects involving openBIM.
 - (iii) Analyst Programmer – Minimum of three (3) years post-qualification experience in implementation or maintenance of building development-related assessment, submission, or workflow management systems, of which at least two (2) years working with systems hosted on Microsoft Azure, at least two (2) years in .NET programming and web application development, and at least one (1) year providing system support and maintenance to projects involving openBIM.
 - (iv) Cloud Specialist – Minimum of five (5) years post-qualification IT experience, of which at least three (3) years in Microsoft Azure infrastructure design and administration, and at least three (3) years of experience in large-scale IT infrastructure management, including Windows-based environments. He/she shall possess at least one (1) relevant and valid Microsoft Azure infrastructure-related professional certification.
- 9.4 The PSP shall provide BSL with full details of staff to be employed on the Assignment together with their curriculum vitae and proof of qualifications for prior approval from BSL. Separate approval from BSL shall be obtained for any subsequent changes of staff.
- 9.5 The PSP shall provide all specialist and sub-contractor services (not limited to those specified in this Assignment above) required for the satisfactory completion of the Assignment. No additional fees or expenses for the provision of such services rendered locally or overseas shall be payable by BSL.
- 9.6 The PSP shall provide staff and manpower input in accordance with the technical proposal made at the tender stage, and that BSL shall have the right to call for and audit the time-log record of the PSP's staff deployed for the Assignment.
- 9.7 In the event of any deviation or change of team members with respect to the submitted tender, prior approval from BSL must be sought.
- 9.8 In the event, for reasons beyond his control, the PSP is unlikely to provide or maintain any key staff as specified in the proposal, he shall report to BSL as soon as practicable and

Our Ref: EOI/BSL/2026/004

propose for BSL's approval of a substitute staff having qualification and experience comparable with the staff who are departing the PSP.

10. Tentative Procurement Plan

10.1 It is anticipated that the procurement plan may be as follows:

Description	Anticipated End Date
EOI	27 October 2026
EOI Evaluation	3 November 2026
Formal Tendering	17 November 2026
Tender Evaluation	4 December 2026
Tender Award	7 December 2026
Commencement of Assignment	1 January 2027