**BEAM**

Our Ref:  EOI/TSD/M/AUTO/1/2018/007

Dear Tenderers,

## RESPONSE TO TECHNICAL QUERIES NO. 005

## for Expression of Interest (EOI)

## TENDER REFERENCE NO. TEN/TSD/2018/001

Agreement No. TSD 1/2018 (AAS)
Information Technology (IT) Service on Design, Development and Maintenance
for the BEAM Plus Assessment Automation System
for the BEAM Society Limited (the "BSL")

With reference to the captioned EOI, we hereby respond to the technical queries as received from tenderers via details at **Annex A**.

2.        If you have any query concerning the above submission, please write to the Procurement Division of the BSL by email or by post for any queries concerning this EOI exercise and its associated Response to Technical Queries as detailed below:

Procurement Division
The BEAM Society Limited
1/F, Jockey Club Environmental Building
77 Tat Chee Avenue
Kowloon Tong, Hong Kong SAR
China

Tel:        (852) 3610-5700
Fax:        (852) 3996-9108
Email: assessment_automation@beamsociety.org.hk

Yours faithfully,

(Ir C. S. Ho)
General Manager of the BSL

Encl.

cc.       The BSL Secretariat
        The Automation Task Force of the BSL

# Response to Technical Queries

| Agreement No. | TSD 1/2018 (AAS) |
|---|---|
| **Subject of Procurement** | Information Technology Service on Design, Development and Maintenance for the BEAM Plus Assessment Automation System for the BEAM Society Limited |
| **Submission Deadline** | 12:00 noon on Friday, 10 August 2018 |

| Item No. | Queries from Tenderers | Response from the BEAM Society Limited |
|---|---|---|
| 1. | We are aware that there will be around 100 e-forms submitted per BEAM Plus project with the automation system. Could you please clarify about the expected average data size (in MB or GB) of a single BEAM Plus project submitted using the system? | The average size of a single application is around 45 GB, containing around 700 files. |
| 2. | Which authority would be responsible for creation of accounts and organisations in the system since there are multiple options which could be adopted:<br><br>• BEAM Society administrator would create each organisation and accounts therein.<br>• HKGBC could create the accounts and organisations, and securely communicate this information to the BEAM Plus Assessment Automation System.<br>• BEAM Society administrator could create organisations, and assign a user from that organisation to be the organisation level administrator, so that they can create further accounts for the organisation themselves. | BSL is the owner of the Solution and will be responsible for creation of accounts. |

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| | • The system could auto-create organisations based on organisation email address during sign-up, and then let users sign up to those organisations. | |
| 3. | Will the existing BEAM Plus submission systems (e.g. using paper, FTP or CD-ROM) still be maintained after the adoption of the online submission system, or will the online submission system replace them? If the existing submission systems will be maintained, will the subsequent assessment by BAS still be done using the online system? | Currently, the submission is completed through the manual processes by the BSL staff, including verification of information received, which shall fall into the responsibility of the Applicants in future. Upon the completion of the new system implementation and migration to production, the new online submission system shall gradually replace the traditional mode of paper-based submission. We envision there may be parallel runs during the pre-production stage to ensure the integrity and satisfaction to the end users, and the BSL may consider any justifiable alternative or plan from IT Service Provider. |
| 4. | We understand that copyright of the system shall rest with BSL. Would it be possible to add branding of the IT solutions provider, in order to give credit and to allow end-users to know who to contact for support related to the system? | The BSL will conduct the tender exercise in an open manner. The identity of the successful tenderer will therefore be made a public record. That said, the BSL, as a Scheduled Public Body, will avoid being perceived as an endorser of any particular business.

Therefore, the Solution Provider will need to seek the approval of the BSL in writing before marketing its own service in association with the BSL. |
| 5. | We understand that the fee proposal will be a part of the tender process later. At this stage, could you please clarify about your plans regarding the payment schedule in the tender? For example, monthly, yearly or one-time payment? | The BSL will defer the answer to later stage, but the BSL will tend to adopt a common practice of the IT industry. |

**\*\*\*\*\*\*\*\*End of Response to Technical Queries \*\*\*\*\*\*\*\***