



HONG KONG AIR CADET CORPS
香港航空青年團

NOTICE OF REQUEST FOR PROPOSALS
FOR PROVIDING A CUSTOMIZED MEMBERSHIP DATABASE SYSTEM

Hong Kong Air Cadet Corps [“HKACC”] hereby invites interested parties to submit proposals for providing a Customized Membership Database System. The preliminary User Requirement Notes are attached for reference.

Interested parties are required to submit their proposal in a sealed envelope marked “Customized Membership Database System” addressed to Hong Kong Air Cadet Corps and deposit in the Tender Box situated at the office of HKACC, 31 Sung Wong Toi Road, Kowloon, Hong Kong, by noon of 18th September 2019.

Late submissions will NOT be considered. To avoid conflict of interest, any proposals from members of HKACC or their associated / related companies will NOT be considered.

HKACC is not bound to accept the lowest or any offer. HKACC will be at liberty to reject any proposal or offer without giving reasons therefor.

All written inquiries concerning this Request for Proposals must be directly sent by email to the primary contact, Ms. Megan TIN hq@aircadets.org.hk and the secondary contact, Mr. Mandel LEUNG itsu@aircadets.org.hk for response. Inquiries received via telephone, fax or in-person (except in the briefing mentioned below), or after 12th September 2019 will not receive a response.

A briefing of preliminary user requirements will be conducted at 1500 P.M. on 11th September 2019. Interested parties are recommended attending the briefing for clarification of queries.

Hong Kong Air Cadet Corps

4th September 2019

Project Requirement:

I. The membership database system:

Due to breakdown of the existing membership database system, HKACC invites vendors to submit proposals for building a customized membership database system similar to the existing one in the shortest period.

II. Scope of work:

- 1) Collect requirement from key project stakeholders, and provide solution to achieve their goals.
- 2) Plan and manage project.
- 3) Provide input on process flow
- 4) Provide System Design
- 5) Prepare prototype platform for demonstration
- 6) Conduct System Test
- 7) Perform User Acceptance Test
- 8) Project Launch

III. Interface Language:

Traditional Chinese and English Only

IV. Preliminary User Requirement Notes

A. Data Input

- Person particulars input
- HKID verification system
- Auto-generation of serial number of membership
- Receipt template linked with data input and ready for printing
- Print all the receipts in one go
- Master log generated together with the receipts
- Column for HQRO Order NNN/YY, e.g. 002/19
- Remarks column

B. Change

- Search function of members and unit list display
- Change any information separately
- Change any information of a group of members in one go
- Aged 21 cadets will be auto-changed to Overage cadets and pop-up a list with changes

C. Maintenance

- Could update and change all levels of data
- Units linked with units
- 8 levels: Units, hierarchy, adult ranks, cadet ranks, cadet classification, roles, skills, awards

D. Report

- Choose by cut-off date
- High flexibility and wide range of selection for all particulars
- Click for desired/wanted information, e.g. categories/years/rank/name

E. Miscellaneous

- Add/Manage/Delete users
- Last update date and person for all edits
- Effective and expiry date
- Alert/pop up notification for any auto-changes
- Set reminders
- Search engine for all statistics

V. Warranty:

- Service provider provides at least 12 months of warranty support upon the Project's deployment.
- Service provider shall response to corresponding development issue or bug within 48 hours in working days' basis.
- Service provider shall perform bug fixing in reasonable required time.

VI. Ownership:

- HKACC has exclusive right to use and distribute the project, and owns the source code for every stage of the project development, the warranty period, and the maintenance period.
- HKACC has the right to give the source code to other parties for development of systems for HKACC.
- Service provider owns the source code during the cause of project development.

---<End of Project Requirement>---