

# Request for Proposal: Testing

## REQUEST FOR PROPOSAL

### PROJECT ID: PSB-PROC-2026-1-13-6

TITLE: Testing Dashboard Development and Implementation

DEPARTMENT: Information Technology

ISSUE DATE: [Current Date]

PROPOSAL DUE DATE: [Date to be specified]

## 1. EXECUTIVE SUMMARY

The Information Technology Department is seeking qualified vendors to develop and implement a comprehensive Testing Dashboard solution. This high-priority initiative requires a software application that will enhance our testing capabilities and provide centralized dashboard functionality. The project has been assessed as having high technical feasibility with medium risk factors. We are seeking proposals from experienced vendors who can deliver a solution that fully meets our requirements within the specified timeline and budget parameters.

The successful vendor will be responsible for the complete development lifecycle including design, development, testing, implementation, and initial support of the Testing Dashboard application. This project is critical to our operational efficiency and requires completion by the end of November 2026.

## 2. INTRODUCTION AND BACKGROUND

The Information Technology Department has identified the need for a specialized Testing Dashboard to improve our current testing processes and provide enhanced visibility into testing activities. Our current assessment indicates that this project is highly feasible from a technical perspective and will provide significant value to our operations.

This Request for Proposal is issued to identify and select a qualified vendor partner who can deliver a comprehensive software solution that meets our specific requirements. The project falls under our software and application development category and has been designated as high priority due to its strategic importance to our organization.

The solution must integrate with our existing systems and provide the functionality outlined in this RFP while maintaining compliance with our established examination rules and operational procedures.

### **3. SCOPE OF WORK**

The selected vendor shall provide the following deliverables and services:

#### **3.1 Requirements Analysis and Documentation**

- Conduct detailed analysis of current testing processes
- Document functional and technical requirements
- Prepare detailed project specifications and design documents

#### **3.2 Dashboard Development**

- Design and develop a comprehensive Testing Dashboard application
- Implement user interface components for optimal user experience
- Develop backend systems to support dashboard functionality
- Integrate reporting and analytics capabilities

### **3.3 Testing and Quality Assurance**

- Perform comprehensive testing including unit, integration, and user acceptance testing
- Conduct performance testing to ensure system reliability
- Provide detailed testing documentation and reports

### **3.4 Implementation and Deployment**

- Deploy the solution in our production environment
- Conduct user training and knowledge transfer sessions
- Provide go-live support and initial stabilization

### **3.5 Documentation and Support**

- Provide comprehensive technical and user documentation
- Deliver system administration guides and procedures
- Provide initial support period as specified in the contract terms

## **4. TECHNICAL REQUIREMENTS**

### **4.1 Platform Requirements**

- The solution must be web-based and accessible through standard browsers
- Must support responsive design for various device types
- Database integration capabilities required
- API development for system integration

## **4.2 Performance Requirements**

- System response time must not exceed 3 seconds for standard operations
- Must support concurrent users as specified in final requirements
- 99.5 percent uptime requirement during business hours
- Scalable architecture to accommodate future growth

## **4.3 Security Requirements**

- Implementation of role-based access control
- Data encryption for sensitive information
- Secure authentication mechanisms
- Audit trail functionality for all system activities

## **4.4 Integration Requirements**

- Must integrate with existing IT infrastructure
- API compatibility with current systems
- Data import and export capabilities
- Real-time data synchronization where applicable

# **5. FUNCTIONAL REQUIREMENTS**

## **5.1 Dashboard Functionality**

- Comprehensive testing metrics display
- Real-time status monitoring capabilities
- Customizable dashboard views for different user roles

- Interactive reporting and analytics features

## **5.2 User Management**

- Multi-level user access control
- User profile management
- Activity tracking and audit capabilities
- Password management and security features

## **5.3 Reporting Capabilities**

- Standard and custom report generation
- Export functionality in multiple formats
- Scheduled report delivery
- Historical data analysis and trending

## **5.4 Data Management**

- Secure data storage and retrieval
- Data validation and integrity checks
- Backup and recovery capabilities
- Data archival procedures

# **6. COMPLIANCE AND REGULATORY REQUIREMENTS**

The solution must comply with the following requirements derived from our institutional examination rules and policies:

## **6.1 Attendance Tracking Integration**

- System must support attendance monitoring with 75 percent minimum requirement tracking
- Automated alerts for students below attendance thresholds
- Integration with examination eligibility verification

## **6.2 Academic Progression Rules**

- Support for backlog tracking and promotion rule enforcement
- Automated detection of students with more than two backlogs
- Academic year progression monitoring capabilities

## **6.3 Re-evaluation Process Support**

- 10-day window tracking for re-evaluation requests
- Automated deadline enforcement and notifications
- Request status tracking and management

## **6.4 Security and Access Control**

- Student ID verification integration
- Examination hall access control support
- Malpractice incident recording and tracking

## **6.5 General Compliance**

- 30-minute pre-examination notification systems
- Mobile device restriction enforcement
- Grace marks committee workflow support

## **7. VENDOR QUALIFICATIONS**

### **7.1 Company Requirements**

- Minimum 5 years of experience in software application development
- Proven track record in dashboard and analytics solution development
- Experience with educational institution software systems preferred
- Financial stability and business continuity assurance

### **7.2 Technical Expertise**

- Demonstrated expertise in web application development
- Experience with database design and management
- Knowledge of security best practices and implementation
- API development and system integration experience

### **7.3 Project Team Requirements**

- Certified project manager with relevant experience
- Senior developers with minimum 3 years of relevant experience
- Quality assurance specialists
- Technical support team availability

### **7.4 References and Portfolio**

- Minimum 3 references from similar projects completed in the last 2 years

- Portfolio demonstrating relevant application development experience
- Case studies showing successful dashboard implementations

## **8. EVALUATION CRITERIA**

Proposals will be evaluated based on the following weighted criteria:

### **8.1 Technical Approach (30 percent)**

- Quality and completeness of proposed technical solution
- Innovation and best practices implementation
- Scalability and future-proofing considerations
- Integration capabilities and approach

### **8.2 Functional Completeness (25 percent)**

- Coverage of all specified functional requirements
- Additional value-added features and capabilities
- User experience design quality
- Compliance with institutional requirements

### **8.3 Vendor Qualifications (20 percent)**

- Company experience and stability
- Team qualifications and expertise
- Reference quality and relevance
- Past performance on similar projects



## **8.4 Project Management (15 percent)**

- Project timeline and milestone clarity
- Risk management approach
- Communication and reporting plans
- Quality assurance methodology

## **8.5 Cost Effectiveness (10 percent)**

- Total cost of ownership
- Value proposition analysis
- Payment terms and structure
- Ongoing support and maintenance costs

# **9. TIMELINE AND MILESTONES**

## **9.1 RFP Timeline**

- RFP Issue Date: [To be specified]
- Vendor Questions Deadline: [To be specified]
- Proposal Submission Deadline: [To be specified]
- Vendor Presentations: [To be specified]
- Vendor Selection Notification: [To be specified]
- Contract Execution: [To be specified]

## **9.2 Project Timeline**

- Project Start Date: [To be determined]
- Requirements Analysis Completion: 2 weeks from start
- Design Phase Completion: 4 weeks from start
- Development Phase Completion: 12 weeks from start
- Testing Phase Completion: 16 weeks from start
- Go-Live Date: End of November 2026

## **9.3 Key Milestones**

- Requirements sign-off and approval
- Design document approval
- Development completion and handover to testing
- User acceptance testing completion
- Production deployment and go-live
- Post-implementation support period completion

# **10. BUDGET AND PRICING STRUCTURE**

## **10.1 Budget Parameters**

- Estimated project budget: \$2.0 million
- Budget includes all development, implementation, and initial support costs
- Separate pricing required for ongoing maintenance and support

## **10.2 Pricing Requirements**

- Fixed price for development and implementation phases
- Detailed breakdown of costs by project phase
- Transparent pricing for any additional services or features
- Separate pricing for ongoing support and maintenance options

### **10.3 Payment Structure**

- Payment schedule tied to milestone completion
- Maximum 20 percent advance payment
- 80 percent of payments tied to deliverable acceptance
- 10 percent retention until successful completion of warranty period

### **10.4 Cost Breakdown Requirements**

- Labor costs by resource category
- Technology and software licensing costs
- Hardware requirements if applicable
- Training and knowledge transfer costs
- Documentation and support costs

## **11. TERMS AND CONDITIONS**

### **11.1 Contract Terms**

- Initial contract period for development and implementation
- Warranty period of minimum 6 months post go-live
- Optional maintenance and support contract terms

- Service level agreements for ongoing support

## **11.2 Intellectual Property**

- All custom development remains property of our organization
- Appropriate licensing for any third-party components
- Source code delivery requirements
- Documentation and knowledge transfer requirements

## **11.3 Confidentiality and Security**

- Comprehensive non-disclosure agreement required
- Security clearance requirements for vendor personnel
- Data protection and privacy compliance
- Secure development and deployment practices

## **11.4 Performance Standards**

- Service level agreements for system availability
- Response time requirements for support issues
- Performance penalties for non-compliance
- Quality standards and acceptance criteria

# **12. SUBMISSION REQUIREMENTS**

## **12.1 Proposal Format**

- Maximum 50 pages for technical proposal
- Separate cost proposal document
- Executive summary not exceeding 2 pages
- Company profile and qualifications section

## **12.2 Required Documents**

- Company registration and business licenses
- Financial statements for last 2 years
- Insurance certificates and coverage details
- Reference letters from previous clients
- Project team resumes and certifications

## **12.3 Technical Proposal Contents**

- Understanding of requirements
- Proposed technical architecture and approach
- Project methodology and timeline
- Risk assessment and mitigation strategies
- Quality assurance approach

## **12.4 Submission Instructions**

- Submit one original and five copies of complete proposal
- Electronic copy required on USB drive or CD
- All documents must be signed by authorized company representative
- Late submissions will not be accepted

### **13. CONTACT INFORMATION**

Primary Contact:

Procurement Officer

Information Technology Department

[Organization Name]

[Address]

[City, State, ZIP Code]

Email: [procurement@organization.com]

Phone: [Phone Number]

Fax: [Fax Number]

Technical Inquiries Contact:

Project Manager

Information Technology Department

Email: [technical@organization.com]

Phone: [Phone Number]

Administrative Contact:

Rohit [Last Name]

Project Submitter

Information Technology Department

Email: [rohit@organization.com]

Phone: [Phone Number]

All vendor communications regarding this RFP must be directed to the Primary Contact unless otherwise specified. Vendors are prohibited from contacting other organization

personnel regarding this procurement.

Questions regarding this RFP must be submitted in writing by the specified deadline. Responses will be provided to all vendors who have received copies of this RFP.

This RFP does not constitute a commitment to purchase or contract for services. The organization reserves the right to reject any or all proposals, negotiate with selected vendors, or cancel this procurement at any time prior to contract execution.