REQUEST FOR QUOTATION (RFQ)

Reference No: AUAF-RFQ-15-017

Issue Date: May 10, 2015

Closing Date: May 23, 2015 – 2:00 PM

PROJECT:

WEBSITE DEVELOPMENT FOR AUAF

The American University of Afghanistan
Darulaman Road,
District 7, Kabul, Afghanistan
1. General:

The American University of Afghanistan (AUAF) is Afghanistan's only private, not-for-profit, institution of higher education, offering internationally-supported degree programs and education.

2. Project Summary:

AUAF seeking qualified vendor for developing of website for AUAF. Firms and Companies who have a solid track experience in website development in competitive prices to the international and national organizations within Afghanistan are invited to submit bids.

3. Government Withholding Tax:

Pursuant to Article 72 in the Afghanistan Tax Law effective March 21, 2009, AUAF is required to withhold "contractor" taxes from the gross amounts payable to all Afghan/International for-profit subcontractors/vendors. In accordance with this requirement, AUAF shall withhold two percent (2%) tax from all gross invoices to Afghan subcontractors/vendors under this Agreement with active AISA or Ministry of Commerce license. For subcontractors/vendors without active AISA or Ministry of Commerce license, AUAF shall withhold seven percent (7%) "Contractor" taxes per current Afghanistan Tax Law.

Before the signing of this Agreement, the subcontractor/vendor will provide a copy of the organization's AISA or Ministry of Commerce license and TIN (Tax Identification Number). Amounts deducted from the invoices will be forwarded to the Ministry of Finance (MOF) Tax Division credited to the firm's TIN. Records of payments to the MOF shall be maintained on file with AUAF.

4. Penalty Charges

If the Vendor fails to supply the website development described in the scope of work within the date stipulated, AUAF shall, without prejudice to its other remedies under the Purchase Order/Contract price, as liquidated damages, deduct a sum equivalent to five percent (5%) of the delivered price of the delayed Goods/Services for each week of the delay until actual delivery, up to a maximum deduction of Ten Percent (10%) of the Purchase Order/Contract/Contract value.

5. Source, Origin and Nationality

The vendor may not employ utilize software packages or professional staff members from the following countries: Cuba, Iraq, Iran, Laos, Libya, North Korea, or Syria.

6. Inspection

AUAF shall have reasonable time, completion of the design process, to inspect the website, and to reject acceptance in not conforming to the specifications of relevant Purchase Order and offer. Recovery of the rejected item (s) shall be the sole responsibility of the supplier.
7. Statement of Work/Specification

Introduction:

This RFP is to provide AUAF with **its new website** in accordance with all requirements stated within, to its various facilities.

The American University of Afghanistan (AUAF) needs assistance in designing a website featuring multiple modules for its different departments. The current AUAF website ([http://auaf.edu.af](http://auaf.edu.af)) is limited and not able to include all the features that the university needs for its website.

Deliverable:

Upon successful selection, the following items related to the AUAF website are deliverable from the contractor:

- The complete website uploaded to the AUAF web hosting in three phases
- Detailed user documentations for the whole website, CMS and its dynamic components
- Full source code of the website including CMS and all dynamic components
- Technical documentation of the website source code
- Technical support for each website module for one year after delivery of the module

Bids:

Two separate proposals are required to be submitted by each bidder:

- **Technical Proposal**: It must contain all requested technical details as listed in the “Technical Proposal Requirements” section as well as any extra technical information that the bidder may include.

- **Financial Proposal**: the bidder is required to mention the timelines, costs including costs per phase and total cost of the project.

Technical Proposal Requirements:

The followings are required to be included in the technical proposal. If the bidder fails to include any of these items in its proposals, the proposal will be considered invalid and will not be processed.

- **Bidder’s Past Performance in Microsoft .Net Development**:

  The bidder should have past performance in developing dynamic web applications in Microsoft .Net platform. All the following information MUST be mentioned on the technical proposal for each past performance listed (All fields are required):
• Contract name
• Project name
• Customer name
• Customer Office Address:
• Customer contact person(s), including
  - Full Name
  - Position
  - Phone Number
  - Email Address
• Contracted contract dollar value
• Actual contract value (and explanation of any variance)
• Total contract labor hours
• Date completed
• Project summary (one or two paragraphs maximum)
• Innovative solutions provided
• Web Application public address (if it is publicly available)
• Any other categories relevant to your industry/niche marketplace

AUAF keeps the right to contact some/all of the customers that the bidder has listed as its past performance or request the bidder to authenticate the validity of the projects listed in its past performance. In case of finding any fraudulent information, AUAF keeps the right to immediately either reject the bidder’s proposal or cancel the offer if proposal has moved to the next steps.

Important Note: The bidder shall be the first-hand developer of the projects listed in its past performance. Projects sub-contracted to other companies do not qualify for the past performance.

• Bidder’s development team:

The bidders need to list its team including all developers, designers, managers, or other roles that will be involved in developing the project. The following information MUST be included for each individual:

• Full Name
• Position in the project
• Contact Information
  - Contact Number (Phone, Mobile, etc)
  - Email Address
• Number of years worked with the bidder
• Technical Solution: The bidder’s technical solution on developing the new AUAF website in Microsoft .Net platform (Proposals offering non-Microsoft solutions such as PHP will be considered invalid).

• The bidder needs to clearly describe how it wants to develop all modules of the new AUAF website. In each area, the bidder needs to explain in depth what components of Microsoft .Net will be used for development.

• UML Diagram

**Evaluation of technical proposals:**

Upon submission of both the technical and financial proposals, the bidder’s technical proposals will be evaluated and scored.

As the first step, AUAF IT team will review all proposals for technical issues and may contact the bidder for any further questions. Next, the IT team will technically score proposals. Only those proposals which earn a score of 70% or above will be considered for the next steps. The next step includes opening the financial proposals.

**AUAF website deliverable:**

The development and delivery of the new AUAF website shall be done in three phases. The technical proposal of the bidder should consider developing the whole website including all phases. However, the financial proposal should contain the timeline and cost for each phases as well as total costs. All phases are listed in the “Scope of Work in Details” section.

When a bidder is selected, the contract will be signed for the modules on the first phase. The contractor only needs to start its work and deliver modules on the first phase. The payment to the contractor will also be done based on the first phase.

When the first phase is completed and its modules are delivered, AUAF may request the vendor to immediately start working on the second phase or AUAF may request the vendor to halt.

At each phase, a set of modules will be developed and delivered to the AUAF. The proposal shall consider all phases at once. Only the work is divided into three phases.

After the satisfaction and approval of the contractor’s work at each phase, the work on the next phase shall be started.

**Modules deliverable at each phase:**

Here is a bare listing of all modules that need to be developed with the Phase number for different departments at AUAF:

• Phase I:
  - Main Website/CMS it three languages and its core components
  - None –Technical interface for each module
Event Management System

- Communications Office Module, Updates, Events calendar, News stories feed, FAQ's, Newsletter sign up, Contact form.
- Professional Development Institute (PDI) Module,
- Faculty Departments Modules
- Search engine

- Phase II:
  - The Form Builder,
  - Online Admissions Module,
  - Registrar’s Office Module,
  - Student Affairs Module,

- Phase III:
  - Human Resources (HR) Module,
  - Procurement Office Module,
  - AUAF Library Module,
  - Women’s Center Module,

Scope of Work in Details:

The following items outline the general requirements and standards in AUAF’s current operating environment. The operation is customer focused and expected to provide competitively priced products and services at a world class level. Please review the detail below and provide feedback as requested.

The new AUAF website should include all the contents of its current website as well as a set of modules (sub-sites) for different departments at AUAF. Each module contains some introductory static information for the department as well as some dynamic components based on the departments’ need. The new website should include a master design template for the main website. Each module inherits the master design template and may have some customization in design based on the department’s need. The master design shall involve a state of the art exploration of design look and feel, including page structure, color palette them, typography, graphics and images. The master design and specific designs for modules should be strict HTML 5.0 and CSS3 compliant. A thorough check of the designs will be done by the AUAF IT department, and until a satisfactory design is not accomplished, the contactor may be asked to change the designs.

Here is a bare listing of all modules that need to be developed for different departments at AUAF:
a. Main Website (Main Module)
b. Communications Office,
c. Professional Development Institute (PDI),
d. Faculty Departments.
   i. BCS
   ii. BBA
   iii. MBA
   iv. LLB
e. Admissions,
f. Registrar’s Office,
g. Student Affairs,
h. Human Resources (HR),
i. Procurement Office,
j. AUAF Library,
k. Women’s Center,

Content Management System:

In addition to the website design, the bidders need to customize a well-known CMS which has already been written by Microsoft .Net. The CMS should not require any technical knowledge of computer programming for its users so ordinary users (non-technical staff) in different departments should be able to update website contents and directly manage website contents. The CMS should implement access control feature, so the CMS admin can control the contents on the main website, and s/he shall be able to create other users to control the main website or specific modules. Each page should have rich contents including texts, photos, items, files, and audios in the state of the art design so CMS should allow the integration of all these contents into each newly created page. This shall further reduce the amount of time and resources it takes to manage the site on a day-to-day basis.

CMS Interface: The interface for the CMS should be non-technical, meaning that different users without any technical knowledge of web design & development can work with the interface and update the pages & contents. A non-technical interface has to be design.

CMS Access Control: The CMS should allow the creation of different users with different access levels to update website pages and contents. Each user should be granted access by the superuser role (AUAF IT department) to either the main module or specific modules for updating contents. The permission levels can include Read, Write and Delete.

CMS Language: The CMS needs to be in English and should accept contents in two other languages “Dari/Pushto” as well.

How CMS works: The CMS should allow updating content both at the main module and inside each specific module. Each module may have unlimited static pages & contents so the CMS should have no restrictions on the number, length or type of contents on the page. The contents of each page shall be in rich media including text, tables, pictures, videos, audios,
files and documents. The CMS shall also allow the creation of audio galleries, video galleries, photo galleries and files.

Notes: When adding photos to the photo gallery, the CMS shall check the resolution of the file and do not allow uploading files larger than 2018 x 1280 pixels. The videos can be uploaded into youtube and linked to the website.

Approval of Contents: Newly added pages/contents should be queued for approval of communication module. So that communication team can review/edit before it goes live. The communications office should be able to view all the newly added contents & pages in a non-technical and user-friendly interface and decide to approve, deny, edit or on-hold.

Once approved button is clicked the page/contents should go live on the website.

Languages of the website:

The static contents of the website as well as the News and FAQ sections on the main module needs to be displayed in three languages: English, Dari and Pashtu. The main default language is English, but users should be able to switch to any other language at these pages. And when a user switches to view a current page in a different language, the website should switch to the same page on that language. The way that most CMS systems in the current market work and switch the user to the default home page in the new language IS NOT accepted.

The other dynamic components of the website such as “online forms, survey and etc” should be only in English language. As mentioned, only contents of static pages (on the main module not departmental modules) as well as News and FAQ on the main website module should be entered in 3 languages in the non-technical CMS. The choice that CMS creates a new page for each language or just loads the translated data from the database is up to the contractor. What AUAF needs is the ability to show the same content of the current page in a different language based on the user’s choice.

Therefore, when a user is switched to either Dari or Pashto languages, s/he only sees static contents of the pages on the main website as well as the news & FAQ sections. If s/he wants to login or view other website features, s/he needs to switch to the English version of the website.

Technologies required for the new AUAF website:

The new AUAF website shall be developed using the following technologies:

Website Interface:
- HTML 5.0
- CSS 3.0
- JQuery
- Java Script

The interface of the new website should be fully compatible with W3 standards. A thorough checking of compatibility will be done by the AUAF IT department and any incompatible code shall be changed by the contractor.
Dynamic Components & CMS:

- Microsoft ASP.Net 4.5 or higher
- Microsoft Visual C#.Net 5.0 or higher
- Backend database in Microsoft SQL Server

The CMS & Dynamic Components shall use the built-in Microsoft ASP.Net Authentication and Authorization technologies. Any custom implementation of authentication & authorization such as text files or hard-coding inside the ASPX pages will be rejected.

The vendor shall have already developed multiple dynamic websites or enterprise web applications in the Microsoft .Net platform and shall present its past performance in Microsoft .Net to the AUAF IT Team. Proposals from companies with no past performance in developing web applications with Microsoft .Net will be rejected.

Note: Only the Microsoft Visual C#.Net language is accepted as the programming language for development of the new website. Any proposal offering development in other .Net programming languages such as VB.Net or Visual C++ will not be accepted.

Migration of current website

The contents of the current AUAF website (http://auaf.edu.af) needs to be moved to the new website. The current website is using the WordPress CMS. The contractor should transfer all static and dynamic contents to the new website based on the advice from the AUAF IT and Communications offices.

Integration with Power-Campus (Self Service)

AUAF is using the PowerCampus database as the main repository of students’ academic information. The PowerCampus application is developed in Microsoft Visual C#.Net and uses Microsoft SQL Server as the main databases. Among the active components of the PowerCampus system, PowerCampus Self-Service and Course Home Page are two web-based components designed for the interaction of student and faculty with the system.

The new AUAF website should be integrated with the web-based components of the PowerCampus Self-Service. Whenever functionality is included in Self-Service, it is written that Self-Service does the service so only a link to the specific Self-Service page shall be added to the website.

When modules are developed, in some areas, the website may need to connect and read data from the PowerCampus database, such as finding the advisor for a specific student. As it is also depicted on the “User Authentication” section in this RFP, the connection to the PowerCampus database is up to the contactor. Please refer to “User Authentication” section. The full documentation of where the specific data can be found on the PowerCampus database will be delivered to the contactor by the AUAF IT department.

Web Hosting for the new AUAF website:

The IT department at AUAF will be running the web hosting for its new website using one of the well-known .Net host providers. So the contractor is not required to provide any web hosting information in its proposal. The contractor only needs to build and develop the
website based on the requested requirements and may upload it to the local web server at AUAF for test and evaluation purpose. After finalization, the IT department will transfer the final version of the website to the web host for public view.

**User Login & Authentication:**

The CMS portion as well as the dynamic components of the new AUAF website will need User Authentication & Authorization to make sure the right user is connected to the system. Currently, the username & password & roles of students & faculty are kept in the PowerCampus Self-Service SQL Provider database. This database is located inside the AUAF IT Infrastructure. Although this database is inside firewall and not publicly accessible, but AUAF hosts a public web server inside its server room.

The AUAF public webserver is an IIS webserver hosted inside a Microsoft Windows Server operating system. The PowerCampus Self-Service SQL Provider is a local SQL Server database hosted locally. The public webserver is able to locally connect to this SQL Provider database.

Therefore, the new AUAF website should not use a different authentication & authorization system. It should be able to connect to the current PowerCampus Self-Service SQL Provider database via the AUAF public web server and read usernames & passwords for authenticating users. Although the AUAF IT Team has a workable solution for connecting the website to this SQL Provider database, but it is left to the contractor to devise a workable solution which is the best option regarding performance, data security and availability.

The current roles in the SQL Provider database include employee, faculty, registrar, department head, inquiry, applicant, student and sponsor. Any new role which is necessary for managing the website including CMS Admin can be added by the AUAF IT department.

**Dynamic Components per Module:**

AUAF departments will have their own module under the AUAF main website with detailed explanation of each module. Please note that each module will have a large number of static pages which shall be added by the CMS. Dynamic items are listed below under each requested phase.

**Note:** All the dynamic components of these modules shall be accessible to AUAF employees via non-technical control panel. The admin panel for these modules can be integrated into the CMS module of each department.

**Development Phases:**

The AUAF website development has been categorized into three phases. At each phase, a set of modules will be developed and delivered to the AUAF. **The vendor has to quote only the first phase keeping in mind that there will be two more phases for award near in future.** AUAF might announce RFQ for the two more phases of the website or might directly offer developer of first phase. After the satisfaction and approval of the contractor’s work at each phase, the work on the next phase will be started. The vendor will not be awarded for the two more phases in case of issues, bugs, timelines or etc. faced during development of the first phase.
Phase I:

I.1. Developing CMS for the website

The vendor may use popular ready-made/ Open-Source CMS and customize it based on our requirements mentioned in this SoW. the CMS has to be one of the powerful CMS of .NET technology. Should be very secure, fast, reliable and easy for customization.

I.2. Main Module:

The main module on the website contains all the contents of the current AUAF website (http://auaf.edu.af). This module contains general information’s combined from each module such as Faculties, Communication, PDI, News and others.

Users will update information in their module and some chosen parts will be displayed on the main module/website just like any other university website.

The layout of this website should be very professional shareware template, should not be copied from other websites. It is vendor responsibility to propose many templates until AUAF accepts one.

I.2.1. News:

This section shall allow adding, updating, and removing news on the new website. News shall be displayed on the main AUAF website in a user-friendly interface. Users shall be allowed to search for the news or view news from the past that is currently expired.

This section can be integrated with some modules such as the library modules. Therefore, the Library staff can add their own news inside their portion of CMS but it needs to be displayed on both the library site as well as the main website.

Note: The News section shall be displayed on the Dari and Pashto versions of the website too. So the CMS shall allow adding, updating and removing news articles in all three different languages of the website.

I.2.2. Newsletter:

A newsletter module so the AUAF communications office can send daily or weekly people who sign up for the newsletter. The Newsletter should correspond to the main activities AUAF communications or Admissions office need to deal with on a mail marketing system. The newsletter module should include the following functionality:

- The subscription form: It should ask for the first name, middle name, last name, email address, gender, privacy agreement and accepting a captcha when users want to subscribe to the newsletter.
- The unsubscribe form which allows current subscribers to opt out of the newsletter
• The newsletter configuration panel: It should allow the configuration of subscription forms; unsubscribe forms as well as confirmation messages sent to subscribers.

• The subscribers management in the newsletter panel

• The creation and delivery of newsletters

• The analysis of the mail campaigns

I.2.3. Events:

A dynamic module that enables AUAF communications office to add public events to the website. When displaying events on the main website, a calendar should be displayed in which users can see all posted events for a week, month or year. By clicking on each event, they should be able to view event details including date, time, location, purpose, etc.

I.2.4. Event Scheduling:

A dynamic components shall be developed for the event scheduling. AUAF community members shall go online to this section and fill out a “Request for an Event” online form. They need to enter their ID number, full name, email address, phone number, people type (student, faculty or employee), faculty advisor and club name (if student), event name, event description, reason for establishing the event, proposed location, event date & time, event duration, number of guests from outside and more comments.

After an event is requested, the next depends on the type of person requested the event. If it is from a faculty or employee, it should be displayed under the “Communication” module for the approval process. But if it is requested from a student, it should go under “Student Affairs” module for approval and after approval by this office, it will go to “Communications” module for approval. The requester should get notified via email about the decision on his/her request.

After an event is approved, it should go the “Registrar’s Office” module for booking the location on the specific date and time.

This module needs that notification emails be sent out to the mentioned employees in the communications, student affairs and Registrar’s office.

I.2.5. Contact Us:

This section should display a contact us form which asks for the following information from the user:

• Full name (in “First Name, Middle Name, Last Name format)

• Email Address, (The website should check to make sure the entered email address is a valid email address)

• Phone Number (Optional),
• Are you already an AUAF member? (Yes, No)

• If yes, please specify the system should ask for the person’s username & password and s/he shall login to the website and submit his/her question after that.

• Question Category / Query
  • Like “How to Apply”, …

• Captcha (Required)

• Subject (Max 50 Chars)

• Body (Max 4000 Chars)

After a contact us request is submitted on the website, the message should be sent to the corresponding department to their designated email address. The CMS should allow the CMS admin to add, update or remove question categories and assign one or more target email addresses for each of category.

I.2.6. Donation:

Donation module should be similar to current one (http://auaf.edu.af/giving/) and additionally should let people donate online via credit cards and PayPal.

It should record contact detail of donator and should be easily extractable via the admin panel.

I.2.7. FAQ:

The CMS for the new website should allow adding, updating and removing the Frequently Asked Question (FAQ) on the new website. The CMS should also allow assigning category and sub-category to each question so questions & answers are easily and conveniently listed on the website. Users shall be allowed to view FAQ based on their category and sub-category.

The FAQ shall have other features of a standard FAQ section that may not be mentioned above.

Note: The FAQ section shall be displayed on the Dari and Pashto versions of the website too. So the CMS shall allow adding, updating and removing questions/answers on FAQ in all three different languages of the website.

I.3. Communications Office Module:

As mentioned on the “Approval of Contents” section, any new page & content uploaded to the website inside any module needs to first go to the Communications module for the edit and approval process. Thus the newly added pages & contents should be not updated to the website and go live immediately. The communications
office should be able to view all the newly added contents & pages in a non-technical and user-friendly interface and decide to approve, deny or hold them. The communications office should also be able to modify and edit the new page & contents before approving/denyng them. After the approval by this office, the contents shall be displayed on the website. This approval works for all modules of the website. No content should go live without the approval of the communications office.

The communications office also needs to do approval of the event requests as mentioned on the “Event Scheduling” section under the main module.

Additionally the communication team is responsible for uploading news, speeches, announcements and few more.

I.3.1. Online Surveys System: The communication office is the main creator of surveys on the main website module. This office is also the approver of any surveys submitted by other departments.

I.4. Professional Development Institute (PDI) Module:

The PDI module in the website shall enhance PDI Web presence and in so doing, create a model environment that is intuitive, streamlined, flexible and dynamic. The domain address can be http://pdi.auaf.edu.af or http://auaf.edu.af/pdi. Remember it’s going to be hosted on same server.

The PDI module needs to include all static contents about the department including:

- About PDI
  - Why Choose PDI?
  - History
  - Our Instructors
  - Contact Us <contact US form – a dynamic content which automatically sends emails>
  - PDI On Social Media
  - Facebook, Twitter, YouTube, ETC, Ethical hacking
  - Latest PDI news
  - Press and media
  - PDI Regional Location
  - Delivery and Learning Methods
  - Courseware
  - LAB and facilities
- Training Partnership
  - Microsoft
  - Cisco
  - CompTIA
  - EC-council
- ACCA
- Testing Center
  - Pearson VUE
  - Prometric
- Certification
  Business Unit | Information Technology | English Language
  - Vendors
  - Vendor’s certification under each vendor
  - Course schedule / information
  - Pricing
  - Syllabus
  - Testimonials
  - Schedule
  - Course registration form
- Corporate Training:
  - Enterprise solutions
  - Training vouchers,
  - Onsite training
  - Training assessment
- Career Training
  - PDI Career Development Program
  - PDI Training projects and program initiatives
- Custom Program
- Client’s portfolio

All these contents need to be managed separately by a portion of the main CMS. The CMS should be non-technical so a regular PDI staff is able to upload all contents to the website easily without need to have any technical knowledge of the web.

Students should be able to see course and exam schedules, register online for specific course or exam and see their test results. The test/exam results should not be available to everyone or other students.

All the forms under this module are online forms that after submission the PDI section will be informed automatically. Student should receive confirmation via email. Incase anything is missing the none-technical admin should be able to ask student for completion of the form via this module control panel.

Each course has its content, schedules and price list that should be manage by the CMS. New courses shall be easily inserted in few steps and courses that are no longer existed should be easily removed via none-technical control panel.

**I.4.1. Online Application System:** The PDI office needs an online application system (similar to the Women’s Center module in section III.4.1) for their short term course and tests so PDI applicants can apply for short term courses online and
view the results online too. Please refer to the section III.4.1 (Online Application System in Women’s Center Module).

I.4.2. News Section: The PDI office will have its own news section for managing its internal news the same as the library module. Please refer to the AUAF library module for more information.

I.4.3. (In Phase II): Form Builder: The same as other departments, PDI will need access to form builder module so it can create its own specific forms for its applicants and students.

I.5. Faculty

Each faculty department will have its own module so they can upload their own contents on the new website.

Phase II.

II.1.1. Form Builder

Currently, AUAF departments are using many different paper forms to regulate internal day-to-day academic or administrative tasks. The Form Builder shall be a dynamic section in the new AUAF website which allows the creation of different forms at different modules for changing all daily paper tasks into the online system.

Each form that is built by the Form Builder can be named and then assigned to a module so that it appears under a specific link. Then, users first need to login to the site, then fill out the forms online and submit them. Each form requires a set of signatory and approval process. So when a form is submitted, it should go to the designated entity (department) in its module for the approval. After it is viewed and approved in all necessary departments, it can be displayed in the target department for being processed.

When building a form, the builder can define two set of data for the form:

- **Input Fields:** Like boxes for asking user’s data such as first name, last name, gender, etc. This type of components can be categorized into the following type of input:
  - Single line of text,
  - Multiple line of text,
  - Checkboxes,
  - Radio Buttons,
  - DropDownList.
  - Captcha (Each form should have a Captcha field)
• Approval Process: Depending on the type of the form, it may require multiple approvals from different departments/people. When a form is submitted by a user, it should circle the process of approval.

A new role named “Approver” can be created in the system. So every user who is this role is assigned to him/her can be defined as the approver of an online form. In that case, an interface named “Pending for Approval Forms” shall be added to the person’s page while s/he is logged in. So s/he can view all the online forms that are submitted and are in pending for his/her approval. She can view all the form information and then approve/deny the form or keep it on hold for further information.

When a form is created, the approver can be defined in one of the two following ways:

1) Either the ID number/user name of the approver is explicitly assigned on the form. So that person is appointed as the approver.

2) Either the people type is defined. In that case, the system needs to look up into related data into the PowerCampus database to take out the specific person. For example, if the role “Advisor” is assigned to a form as the 1st approver, then when a student is going to submit the form, system should look for the student’s advisor into the PowerCampus database and find the advisor for that particular student. Then, the form should go to that specific person for the approval process.

Online Signature: Some forms may be sensitive and may require the “approver” or “requester” to submit their signature. In that case, the Form Builder engine shall have the capability to allow the approver or requester to draw their signature on a box and then that signature be used as part of the approval.

Extract to PDF: At any stage, forms need to be extractable to the PDF format. For example, a student shall be able to extract his/her form after s/he has submitted that. The data, approval and signatory information on the extracted form shall be updated as the form follows the process. For example, if a form has passed the first approval not the second one yet, the extracted form shall display “Approved” for the first person while it shall be blank for the second.

Note: When a people type is assigned as the “Approver”, any user who has that role need to have the “Pending for Approval Forms” section when s/he logs into the website.

II.1.2. Online Survey Engine:

An online survey system shall be developed for the AUAF website so different offices can occasionally create surveys, add questions and possible answer, define survey recipients (student, faculty, employee, or outside people), define the survey start & end date, and finally make it live.
When creating a survey, multiple survey targets can be defined such as student, faculty, etc. When a person of that role logs into the system, s/he can fill out the survey. Login shall be required to submit surveys in order to avoid any kind of duplicate or fraudulent submissions. The engine shall also save all answers anonymously in the system. Only a bit flag should be saved on the person ID to avoid any duplicate submission.

Survey Results: The survey engine shall display an analytical and graphical summary & analysis of the answers submitted to the survey which includes tables, statistics and charts. It shall display analysis of results per answer as well as per whole survey. The contractor can offer different kinds of analysis on its proposal. Analysis of survey results shall also be extractable to PDF for further review.

**Online surveys requested by other departments:** All different departments in different modules shall also have access to create surveys (a link to this section), but surveys requested by other departments (modules) shall first be viewed by the communications office for approval (approve/deny/hold surveys). After a survey is approved, it can go live. The survey results should be available to both the communications office as well as the original department which had created the survey, but not to unauthenticated users. Only admins should be able to see the result until they publish it for everyone.

**II.2. Admissions Module:**

Besides regular static page contents introducing the Admissions office, the following dynamic components need to be added to this module:

**II.2.1. Campus Tour registration by visitors** – A section on the website which shows the schedule of all available campus tours, and the ability for visitors to register for them by entering their full name, phone number, email address, gender and a few other basic questions. The confirmation email needs to be sent to the visitors at the end. And a list of all registered visitors need to be available for the admission office in their non-technical control panel.

**II.2.2. Online Application Form** – This feature is supported by PowerCampus Self-Service. Applicants can apply online and submit their documents alongside their documents as attachments. So only links and redirection to the related Self-Service page suffice.

**II.2.3. Online Test Registration** - This feature is supported by PowerCampus Self-Service. So only links and redirection to the related Self-Service page suffice.

**II.3. Registrar’s Office Module:**

**II.3.1. Academic Calendar:** AUAF Registrar’s Office maintains the online academic calendar per semester. The current calendars can be viewed at [http://auaf.edu.af/registrar/academic-calendar/](http://auaf.edu.af/registrar/academic-calendar/). The new website should give an interface to the Registrar’s office to add & update & delete events & dates to/from the academic calendar. The website shall also show the academic calendar like a standard calendar (per semester) in the main website under the Registrar’s tab.
II.3.2. Notification of Events: When the Registrar’s Office add an event into the academic calendar, they can define it as “Require Notification Email”. Then, they can set a predefined email subject, email text and target recipients (email addresses). Next, on the day that event is started, the website should send this notification email to the target recipient informing them that event is open.

However, not all events on the academic calendar need notification. So the Registrar’s Office can define if an event needs notification or not when they create the event.

II.3.3. Online Forms: AUAF Registrar’s Office currently uses a large number of online academic forms (http://auaf.edu.af/registrar/academic-forms/) in PDF format.

All these forms need to be built by the Form Builder engine and delivered to the Registrar’s Office page. The Form Builder shall also allow them to add new forms, or remove the current forms. For updating the forms, the option that they remove the current one and build a new one is acceptable.

Here is a bare listing of the forms that need to be pre-built by the Forms Builder engine by the contractor and be delivered to the AUAF:

- Minor Declaration Form
- Transcript Request Form
- AUAF Policies and Procedures Sign Off Form
- Change Degree Program-Major form
- Enrollment and Degree Verification request form
- Incomplete Grade Request form
- Intent to Graduate form
- Prerequisite Override or Course Substitution form
- Temporary Leave of Absence form
- Course Withdraw form (from one course)
- Course Withdraw form for all courses in a semester
- Academic Probation Contract form
- Petition for course overload (3.5 GPA required)

Among all these forms, only the “Transcript Request Form” require that the requester and approver put their online signature on the form.

The Registrar’s staff shall be able to place these forms anywhere on their section. The forms created by the registrar’s office always need necessary approval based
on the role (prefer to the “Form Builder” section), so the forms should follow the necessary approval process until it is finalized.

**Note:** Some of these forms such as “Intent to Graduate Form” currently require the necessary payment to the Student Finance office and then getting their stamp on the paper. For the new website, it is enough that the form be sent to the student finance section for approval. Then the student can physically pay the amount to them and they mark the form as approved.

### II.3.4. Event Scheduling:

Approved event requests, as mentioned on the “Event Scheduling” section of the main module, shall display here for the registrar’s office so they can view and sort events. After booking the location, they shall be able to change the event status to booked status, or write any comment about booking. The necessary notification email shall be sent to the related parties after updates by the Registrar’s office.

### II.4. Student Affairs Module:

Almost all contents on this module should be displayed after students are logged into the website. When a person logs into the system, if the role “Student” is assigned to him/her, s/he shall be able to see these contents.

**II.4.1. Students Calendar:** This calendar is the same as the “Academic Calendar” in the Registrar’s Office module. The only difference is that this calendar should be viewable only when students login to the website.

**II.4.2. Form Builder:** The student affairs office has many different forms that need to share with students. So they shall be able to use the form builder engine to create their own forms on their section. For more information, refer to the “Form Builder” section on the website.

**II.4.3. News:** The Student Affairs Office has also its own internal news so they shall be able to use the news engine of the main website. For more information, refer to the “News” section on the main website.

**II.4.4. Online Surveys:** The Student Affairs will have many different surveys created for students so they need to have access to the survey engine to create surveys on their module. For more information, refer to the “Online Survey Engine” on the main website module.

**II.4.5. Suggestion Box & Complaints:** This can also be implemented by the “Form Builder” engine accessible to the student affairs office.

**II.4.6. Election System:** The AUAF Student Affairs office may occasionally have elections for the student government association or other purposes. So the survey engine should be able to implement the election.

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**Phase III:**

### III.1 Human Resources (HR) Module:
The Human Resources (HR) office needs a specific module to upload employment opportunities to the website. When uploading new vacancies to the website, HR should be able to enter preliminary information for each vacancy including job position, job category, closing date, number of candidates, etc. as well as a copy of job description file in PDF format. When a new job and all its information are posted on the site, it should be displayed on the employment opportunities section of the main website. Note: Website should not display job that has crossed due date. Only active jobs should be displayed. HR office should be able to change a job’s closing date thru admin panel.

Web users should be able to view all current jobs and list them based on their category.

While applying for specific job the visitors should be given option to fill online form or upload CV or combination of both (Fill the form and Upload CV).

Next, HR office should be able to search, view, list and download all the submitted applications for each job vacancy in their non-technical user interface. The CMS should able them to search and filter submitted applications based on the level of education, occupation, field of study and years of work experience. Each application or all applications in total should be extractable to PDF, HTML or excel format.

Each application or CV shall be given a unique number that should be easily traceable.

III.2. Procurement Office Module:

The procurement office needs a specific module to upload solicitations to the website. They can include RFPs, RFQs, etc. And the list of uploaded solicitations needs to be shown on the main website under the Solicitations link. Besides uploading the main solicitation file in PDF format, the module should allow the procurement office to enter some preliminary information for it including date of posted, deadline, category, type, targeted industries, price range, etc.

Website users should be able to view solicitations based and upload their quotes & proposals. When uploading their proposals, the business candidates need to enter their business information including business name, license number, license authority, representative name and contact information, etc and finally upload their offer to the website in PDF or other well-known formats.

Next, the procurement office should be able to search, view, list and download all the submitted quotes & proposals in their non-technical user interface for each solicitation. The ability to search solicitations based on the preliminary information is essential in the development of the procurement module.

Additionally, the website should allow companies to register online and receive RFQ/RFP’s advertised on the website.

III.3. AUAF Library Module:
III.3.1. Search Catalog: The AUAF Library uses the Koha Library Software (http://koha-community.org/) which is hosted online at (http://library.auaf.edu.af). For the new website, the AUAF Library requires a search box that allows website users to search the library catalog for any item they may need. The Koha Library software is an open source library software which is developed in Perl and the backend database is MySQL.

Therefore, the new website shall connect to the Koha API, search the Koha catalog for the item and displays the results to the user in the search box. When the user clicked on the displayed item, s/he shall be redirected to the Koha library page for more information on that item.

The Koha includes an API for the Microsoft .Net platform so the website can use this API to communicate with the library software.

III.3.2. Book Request Form: The AUAF library requires the submission of book requests by faculty via its website. This form shall be developed by the form builder engine. Refer to the “Form Builder” section. The current book request form for the library can be found at http://www.auaflibrary.org/#!agora/cz4s.

III.3.3. Research Consultation: This is another online form which the library needs to be added on its website. This form shall be created by the form builder engine. Refer to the “Form Builder” section. The information on the form can be found at http://library.aus.edu/research-help/research-help-desk/research-consultations/.

III.3.4. News: The AUAF library needs the library news section on its own module. Refer to the “News” section on the main website.

III.4. Women’s Center Module:

III.4.1. Online Application System: The Women’s Center needs an online application system on the new AUAF website specific to their training programs. They offer training programs at different times of the year for the female entrepreneurs. This is how their online application system should work:

They have application forms for different training programs. However, since these application forms are changed regularly, they will create their application forms in Microsoft Word format. They need to be able to upload application forms for each program.

They should be able to add, update and delete training programs to the site plus adding, updating and deleting information for the program including program name, start date, end date, duration, schedule, description, instructor’s names, location, program type and prerequisites. They shall also be able to define start date and end date of application for each program. After the start date, system should be open for accepting applications for the program until the end. System should have the flexibility that the Women’s Center staff change application start or end date.

Each user who is interested in applying need to register herself and login to the system. Upon registration only general information like first name, middle name,
last name, gender, email address, phone number, date of birth and nationality will be asked. After they logged in, they can see a list of programs as well as the application form, application opening date and application deadline. They shall be able to download the application form for each program they would like to apply.

When user has completed the application file which is in Word format, she can apply for the program if the application for the program is open. System shall allow the user to enter her basic information, upload the Word application file and upload any number of attachments as supplementary documents. A confirmation email should be sent to the user which her application is submitted and a notification email should be sent to the Women’s Center staff that a new application is submitted.

Next, the Women’s Center staff shall have their own application panel to view all submitted applications. They shall be able to view the applicant’s information, download the application file or any other attachment which the applicant has submitted. They shall be able to update the status of the application as “Received”, “In Progress”, “Approved”, “Rejected”, etc. System shall give them an option like code table so they can define all application status. System shall also give two comment boxes for each application to the Women’s Center staff, one comment box is viewable by the applicant too while the other is only for internal user of the Women’s Center staff.

The system shall also give a user panel to the user so she can view the status of her application at any point in time.

III.4.2. Publications / Reports Upload: Women’s Center also needs a system on the website like a document center so they can upload their publications and reports on the site for public view. Uploaded files shall be categorized. Each file or category shall be marked as viewable or not-viewable on the website. Users shall also see all files and categories that are viewable.

III.4.3. News: The Women’s Center needs its own news section on its own module. Refer to the “News” section on the main website.

1. Company Information:

   - Contractor’s Name:
   - Authorized Representative (Name/Title)
   - Address:
   - Contact Information:
   - Email:

2. Quotation Submission guidelines:
Cover Letter shall be included in proposals and signed by the person or persons authorized to sign on behalf of the bidder.

Sealed proposals should be sent by hard copy only to the following address no later than 2:00 pm – May 23, 2015. Electronic bids are not permitted. Proposals received after the due date will not be considered further.
Address:
Procurement Department
The American University of Afghanistan - AUAF
Darulaman Main Road, Kabul, Afghanistan

3. Questions:
Please direct your questions via e-mail at afaizy@auaf.edu.af. No Questions will be answered after May 19, 2015 – 2:00 PM

4. Others:
AUAF as a not-for-profit educational institution expects to be charged no more than standard humanitarian agency rates.

AUAF will not pay any of the bidders’ cost of preparing their proposals under this RFQ.
APENDIX A

COMPANY’S BUSINESS LICENSE

Please Attach
APPENDIX B

SUMMARY OF RELEVANT CAPABILITY, EXPERIENCE AND PAST PERFORMANCE

Include projects that best illustrate your experience relevant to this (RFQ) or similar activities, sorted by decreasing order of completion date.

Projects should have been undertaken in the past three years (i.e. 2012, 2013 and 2014).

<table>
<thead>
<tr>
<th>No</th>
<th>Project Title and Description of Activities</th>
<th>Location Province/District</th>
<th>Client Name/Tel #</th>
<th>Cost in US$</th>
<th>Start Dates</th>
<th>End Dates</th>
<th>Completed on Schedule (Yes/No)</th>
<th>Subcontractor or Prime Contractor?</th>
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