

Call for Proposals – Meeting Management System

The Noonu Atoll Council invites qualified vendors to submit proposals for the design, development, and implementation of a Meeting Management Application built on the Microsoft Power Platform. This application will enhance meeting productivity, governance, and feedback mechanisms through seamless integration with Microsoft Teams and other Microsoft 365 services.

Project Overview

The proposed solution must be developed using Microsoft Power Apps, Power Automate, and Dataverse, with integration to Microsoft Teams, Outlook, Planner and SharePoint. The application will support multi-tenancy, bidirectional language input (LTR and RTL), and include features such as agenda management, live note-taking, decision tracking, and feedback collection.

Scope of Services

Vendors are expected to deliver the following services:

- Application development using Microsoft Power Platform
- Integration with Microsoft 365 services
- Implementation of user roles and permissions
- Deployment and post-launch support
- Administrator training and documentation
- Compliance with data residency requirements
- Support for scalability and cross-tenant deployment

Registration and Submission Deadlines

- Registration period: 11th October 2025 to 16th October 2025 1400hrs
- Information Session: 18th October 2025 via Teams
- Deadline for Queries: 20th October 2025 via email
- Bid Submission: October 22nd 2025, 1300hrs

- Interested parties must register via the following link before registration deadline:
<https://forms.office.com/Pages/ResponsePage.aspx?id=YNGawoqyRkWQCjeqOiLPY7dkl9D7WZKuXy37e7PeehUMVRJUKRWVUtBSEZWVDRPTKJNTUhHR1VIWi4u>

Proposals must include:

- Technical approach and methodology
- Project timeline and delivery date
- Pricing breakdown
- Experience letters and references
- Team bios and qualifications

Evaluation Criteria

Proposals will be evaluated based on the following weighted criteria:

Criteria	Weight
Price	70%
Delivery Date	20%
Experience Letters	10%

Contact Information

For inquiries and clarifications, please contact:

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