

Annexure 5: Deliverable Acceptance Certificate (DAC) and Documentation Checklist

1. Document Control

Item	Details
Project Name	Development of Foundational GovStack Building Blocks
Tender / Contract Reference	[RFP No. / Lot contract No.]
Lot	[Lot 1 (PSR, MDMB) / Lot 2 (SSO, IDCB) / Lot 3 (UCS, FDBKB, ITAR)]
Deliverable ID and Name	[e.g. Lot 2 – D2 Release 1 – Single Sign-On (SSO)]
Building Block(s) and release version	[e.g. SSO v1.0.0; Git tag / commit reference in the PA repository]
Contractual due date (ToR Section 5.2 and approved Milestone Plan)	[e.g. Month 4, or the date as amended by an approved Change Request (Annexure 4)]
Date complete submission received	[Starts the 15-working-day review period; 10 working days for a resubmission (ToR Section 5.3)]
Submission number	[1st submission / Resubmission No. …]
Date of decision	
Days of delay (if any)	[Days after the due date; state whether the delay was notified under ToR Section 3.5 or covered by an approved extension]
Vendor	
PA Project Manager	
Deliverable Completion Report reference	[R3 (Annexure 3); required with every submission – ToR Section 12.3]

2. Purpose of this Certificate

This certificate records the review of the deliverable against the ToR, the approved BRD (Annexure 1), the NFR (Annexure 2), the Block Communication Matrix (Annexure 9) and the Contract, and the PA's decision. Payment for the deliverable may be released only after this certificate records "Accepted" or "Conditionally Accepted" and is signed by the authorities in Section 8 (ToR Section 12.3). A deliverable is not accepted until this certificate is issued; there is no deemed acceptance (ToR Section 5.3).

3. Deliverable Description

Field	Description
Deliverable summary	[Scope from ToR Section 5.1 for this Lot and deliverable]
Acceptance trigger (ToR Section 5.2)	[e.g. TRB Technical Demo, UAT and VAPT passed; WCAG 2.1 AA report]
Approved demonstration test cases	[Reference and approval date; submitted at least 10 working days before the demonstration (ToR Section 5.2)]
Dependencies tested against mocks	[Other Lots' Building Blocks not yet accepted and tested against mock services (ToR Section 3.5); end-to-end validation deferred to Integration with Ready Services]
Environments deployed	Development ☐ QA ☐ Staging ☐ Production ☐
Payment share (ToR Section 5.2)	[% of the Lot Contract Price]

4. Acceptance Review

4.1 Checklist for Building Block Releases (ToR Section 5.3)

Use for D2–D3 (Lots 1 and 2) and D2–D4 (Lot 3). Every row must be Pass, N/A, or Conditional under Section 6, for acceptance.

#	Criterion	Evidence	Result (Pass / Conditional / Fail / N/A)	Comments
1	Functional requirements for the release completed and traced	RTM extract		
2	APIs implemented, published as OpenAPI, integrated with previously delivered blocks, and consistent with approved Interface Specifications (Annexure 9); no interface change without TRB approval (ToR Section 3.5)	API catalogue; integration test results		
3	Unit, integration, security, performance and (user-facing blocks) WCAG 2.1 AA accessibility testing completed	Test Report; WCAG conformance report (where required by ToR Section 5.2)		
4	Code quality gates passed: ≥80% unit test coverage; no Critical or High SAST, DAST or SCA findings	Pipeline reports		

5	Release verified against OWASP ASVS Level 2 (Level 3 for SSO and IDCB) (Annexure 2, CP-SEC-06; ToR Section 5.3)	ASVS verification report; threat model		
6	Independent VAPT completed with no Critical or High findings open	VAPT report and retest (tester approved by the PA; findings sent directly to the PA, ToR Section 8.3)		
7	SBOM and CBOM delivered and current	SBOM / CBOM files		
8	DPIA approved by the PA (IDCB, or others designated under ToR Section 10.1)	DPIA approval		
9	NFR targets met (performance, availability, observability integration – Annexure 2)	Performance test report; dashboards		
10	Deployed to all four environments via CI/CD from the PA repository	Pipeline run; release tag		
11	Technical documentation updated (ToR Section 16; Section 10 of this Annexure)	Document list and versions		

12	Demonstration completed and accepted by the TRB	TRB minutes		
13	UAT completed and signed by the Business Owner	UAT sign-off		
14	No Critical or High severity defects open (Annexure 3, Section 1.7 definitions)	Defect log		

4.2 Checklist for Other Deliverables (ToR Section 5.4)

Complete only the rows for the deliverable under review and delete the others.

Deliverable	Criterion	Result	Comments
D1 Inception	Inception Report, SRS, SDD, RTM, Milestone Plan and ToT Plan (Annexure 6) accepted		
	Interface Specifications approved by the TRB (ToR Section 3.5)		
	PA Git repository in use; CI pipeline running		
	NDA signed; team onboarding and background checks complete (ToR Section 10)		
Integration with Ready Services	At least three nominated Ready Services live in Production and integrated; Go-Live at least 30 days before the due date (ToR Section 5.1)		
	Integration with the other Lots' blocks and the MyBhutan Portal per Annexure 9 verified		

	end-to-end, replacing any mocks used at release acceptance		
	End-to-end functional and non-functional test report accepted		
	30-day Hypercare completed with no open Critical or High incidents (R7 reports, Annexure 3)		
	Business Owner sign-off per Ready Service		
	PSC approval (ToR Section 5.2)		
Source Code, Documentation, Training and KT	PA engineer built and deployed all deliverables from the PA repository without Vendor assistance using the Source Code Build Guide		
	All documents required by ToR Section 16 and Section 10 of this Annexure delivered in DOCX/Markdown and PDF, version-controlled in the PA repository, and in Dzongkha where required by the BRD		
	ToT Completion and Competency Assessment Report accepted (Annexure 6)		
	End-user and administrator training completed before Go-Live (ToR Section 15.2); recordings and quick-reference guides delivered		
	PSC acceptance (ToR Section 5.2)		

	Exit Plan submitted (Annexure 8, Section 20)		
Warranty Completion	All warranty defects closed, or transferred with PA agreement		
	SLA reports for the full Warranty Period accepted (R7, Annexure 3)		
	Project Success Rate for the Warranty Period calculated (Annexure 3, Section 2.2)		
	Exit requirements of Annexure 8 met		
Migration to GovCloud	All Building Blocks, data and configuration running in GovCloud		
	Data reconciliation shows no loss or corruption		
	Functional, performance and security regression tests passed		
	Vendor-provided parts of the interim environment decommissioned; certificate of data destruction issued (ToR Section 10.1)		

5. Outstanding Items and Defects

Ref	Description	Severity (Annexure 3, Section 1.7)	Required action	Owner	Due date (≤ 30 days)
[DEF-001]					

Only Medium and Low items may be listed for a Conditionally Accepted deliverable. Any open Critical or High item means the deliverable is Not Accepted.

6. Acceptance Decision

☐ Accepted – all criteria met.

☐ Conditionally Accepted – no Critical or High items open; the items in Section 5 shall be closed by their due dates. Payment is released less a retention of 10% of this deliverable's payment, which is released when all items are closed (ToR Section 5.3); failure to close an item by its due date is a ground for a Notice to Correct (ToR Section 7.2.2; Annexure 3, Section 3.1).

☐ Not Accepted – reasons stated below. The Vendor shall correct and resubmit within ten (10) working days, unless the PA agrees otherwise; the PA shall review the resubmission within ten (10) working days (ToR Section 5.3).

Acceptance remarks:

[State the basis for the decision with reference to the checklist rows in Section 4.]

7. Effect of Acceptance

1. The deliverable is complete for the scope and version stated in Section 1.
2. The related payment may be invoiced in accordance with ToR Section 12.3; the PA pays within 25 days of a complete and correct invoice.
3. Acceptance does not relieve the Vendor of warranty obligations (ToR Section 14.1), of liability for latent defects, or of obligations still to be met under later deliverables.
4. Acceptance does not waive liquidated damages accrued for late delivery (ToR Section 12.5).
5. For D5 (Lots 1 and 2) or D6 (Lot 3) the date of decision is the date of Final Acceptance and starts the Warranty Period.
6. Ownership of all custom code, configuration, documentation and data vests in the RGoB as provided in ToR Section 12.7.

8. Approvals and Sign-off

Deliverable review and acceptance

Role	Required for	Name	Signature	Date
PA GovStack Technical Lead (TRB Chair)	D1, all Building Block releases, Warranty Completion, GovCloud migration			
Business Owner	Releases (UAT) and Integration with Ready Services			
PSC Chair	Integration with Ready Services; Source Code, Documentation, Training and KT			
PA Project Manager	All deliverables			
PA Security Officer	Releases with VAPT; DPIA deliverables			

Vendor acknowledgement

Role	Name	Signature	Date
Vendor Project Manager			

9. Distribution

The signed certificate shall be stored in the PA project repository and shared with the PSC, the PA Finance section (with the invoice) and the PA internal audit file.

10. Documentation Checklist

This checklist sets the required content of each document in ToR Section 16. It is used for the Source Code, Documentation, Training and Knowledge Transfer deliverable (Section 4.2) and to check documentation updates at each release (Section 4.1, row 11). All documents shall be in English, in editable format (DOCX or Markdown) and PDF, version-controlled in the PA repository and updated with every release (ToR Section 16.3).

10.1 Architecture and Design (ToR Section 16.1.1)

Document	Required content	Delivered (Y/N/N/A)	Version / location
System Architecture Document	Detailed logical, physical, and deployment architecture, illustrating the interactions among all Building Blocks (PSR, MDMB, SSO, IDCB, UCS, FDBKB and ITAR), and with the MyBhutan Portal (including its UPP feature) and the platform services (NDI, NDE, Event Bus, Notification, Journaling, Document Management and Observability).		
Technology Stack Documentation	Full stack inventory per block: languages, frameworks, runtimes, middleware, bespoke, open-source/COTS products, and versions, together with the SBOM and CBOM and the licence of each component (ToR Section 12.7).		

API and Integration Specifications	API catalogue/inventory, OpenAPI-compliant specifications, data models, and interface/integration definitions for every block, consistent with the Block Communication Matrix (Annexure 9) and the approved Interface Specifications, with version history.		
Database Design Documentation	Schema, entity-relationship diagrams, relationships, indexing and partitioning per block (if applicable).		
Data Dictionary	Definitions of all data entities, fields, types, constraints, and reference/code lists.		
Threat Model and Data Protection Impact Assessments	Threat model per block, and DPIAs for IDCB and any other Building Block designated by the PA (ToR Section 10.1).		

10.2 Deployment and Configuration (ToR Section 16.1.2)

Document	Required content	Delivered (Y/N/N/A)	Version / location
Installation and Configuration Manuals	Environment setup, build and deployment procedures, Infrastructure-as-Code, and configuration references for the Development, QA, Staging and Production environments.		

Backup Configuration Documentation	Backup scope, schedules, retention, and restore configuration.		
Source Code Build Guide	Instructions to build and deploy every deliverable from the PA repository without Vendor assistance.		

10.3 Operations and Support (ToR Section 16.1.3)

Document	Required content	Delivered (Y/N/N/A)	Version / location
System Administration and Operation Documentation	Operations runbooks, monitoring and alerting (integration with the national Observability Platform), backup and restore, disaster-recovery procedures and DR test results.		
Troubleshooting Guide	Common issues, diagnostics, and resolutions.		
Security Documentation	Security architecture, controls, hardening baselines, and security-test and VAPT results (including ASVS verification).		

10.4 Quality and Handover (ToR Section 16.1.4)

Document	Required content	Delivered (Y/N/N/A)	Version / location

Knowledge Transfer and Handover Report	Formal handover of systems, source code repositories or licensed product configuration artefacts (as applicable to the Vendor's proposed architecture), secrets/credential custody, escrow details for any COTS component (ToR Section 12.7), and operational knowledge (supporting ToR Sections 7.2.4 and 15).		
Test Reports	Unit, integration, system, performance, security, accessibility (WCAG 2.1 AA conformance), and UAT reports, each with issue logs and resolutions.		

10.5 Non-Technical Documentation (ToR Section 16.2)

The following Non-Technical Documents shall be maintained and submitted:

Document	Required content	Delivered (Y/N/N/A)	Version / location
User Manuals	Per block, for citizen/business and government end users; citizen-facing content also in Dzongkha where required by the BRD (ToR Section 16.3).		
Administrator Manuals	For template, form, and workflow administrators, system administrators and agency super-users.		
Training Materials	User and administrator training guides, quick-reference guides, recorded sessions, and Training-of-Trainers materials per Annexure 6 (the training sessions themselves are delivered under ToR Section 15).		

Release Notes	Updated for each release and version.		