



**Invitation of Expressions of Interest in
the redevelopment and hosting of the
Authority's website**

1. Context and Overview

The Irish Auditing and Accounting Supervisory Authority ('the Authority'/'IAASA') is a State body by virtue of having been established by an Act of the Oireachtas (the Companies (Auditing and Accounting) Act, 2003 ('the Act')). As provided for by the Act, the Authority operates through a company limited by guarantee. IAASA's principal goals are:

- to support and enhance public confidence in the accountancy profession through effective, independent supervision and, where appropriate, statutory Enquiry and Investigation;
- to support and enhance public confidence in financial reporting through the exercise of effective, independent supervision and, where appropriate, enforcement action;
- to support and enhance public confidence in the accountancy profession and in financial reporting through the promotion of adherence to high professional standards and the provision of high quality advice to the Minister; and
- to provide a consistent high standard of service to all stakeholders.

The Authority hosts a website, www.iaasa.ie. The site was developed in 2004, and its original purpose was:

- to provide information to both professional accountants/auditors and members of the public on the role and functions of IAASA;
- to raise the profile of the accountancy profession and in particular, IAASA's statutory oversight role of the profession;
- to facilitate contact with IAASA, in terms of statutory reporting and complaint handling; and
- to provide a secure portal for disseminating papers to Board members.

2. Nature of engagement

The Authority seeks proposals to:

- i. develop a modern website to facilitate the IAASA's needs going forward;
- ii. provide additional functionality to improve interactive potential; and
- iii. host the website for an initial period of one year.

2.1. Redevelopment

- 2.1.1 In terms of scale, the redeveloped site will contain, by-and-large, the same quantum of information as the current site, and a similar number of pages. However, the new website should be of a modern, contemporary design, with clear links to the various elements of the site. It is expected that the structure of the website will differ considerably from the extant website.
- 2.1.2 It is also expected that IAASA's roles and functions will expand in the coming years, and the new website should be equipped to increase in size to facilitate this expansion.
- 2.1.3 Navigation should be easy for both regular and first-time visitors.
- 2.1.4 The successful tenderer shall provide a number of design templates/colour scheme options for consideration. All templates should conform to Web Content Accessibility Guidelines (WCAG) 2.0.

- 2.1.5 The homepage should be user friendly, avoid clutter and include items such as a scrolling news-reel or similar feature that regularly refresh the look of the home page.
- 2.1.6 The new website should also facilitate an interactive calendar, linked to key dates and/or events detailed in a news page.

2.2. *Functionality*

The redeveloped site will include, at a minimum, the following functionality:

- 2.2.1 easy navigation from page to page;
- 2.2.2 permanent quick-link menus;
- 2.2.3 user-friendly and effective search facility;
- 2.2.4 fully secure *members' area* for dissemination of confidential documents to Board members. The secure area should facilitate varying levels of access;
- 2.2.5 registrants' facility, whereby members of the public can register with the website and receive mail notifications from IAASA of website updates or other issues of interest.
- 2.2.6 public upload facilities with suitable safeguards (CAPTCHA) for users for the submission of:
 - i. comments and/or complaints on pre-formatted pages. Such pages should be converted to e-mail, and be forward to specific individual(s) depending on selections made by the user; and
 - ii. forms in MS Word/Excel and/or Adobe pdf format;
- 2.2.7 user-friendly interface for IAASA staff to:
 - i. update page content at will;
 - ii. manage the members' area access;
 - iii. list registrants; and
 - iv. access activity reports on website usage, visitor rates etc.
- 2.2.8 capacity to create and display searchable databases of information. Subject to cost considerations, IAASA may elect to postpone or remove this element of functionality.

2.3. *Hosting*

Once developed, the successful tenderer will provide a robust and secure hosting service for a period of one year, with guaranteed levels of up-time of at least 99.5%.

3. **Information requested from interested parties**

Persons and/or firms who consider that they possess the requisite expertise and experience to meet the Authority's requirements are invited to provide the information set out hereunder:

- a) Name, business address, email address and telephone contact details;
- b) A summary of the Authority's needs in this regard, as understood by the tenderer;
- c) A technical proposal to include:

- a detailed project plan indicating the process and timeline for delivery of all elements;
 - an overview of the proposed hosting solution, including details of proposed security protocols for:
 - a. Board members (see 2.2.4);
 - b. registrants (see 2.2.5);
 - c. documents submitted by the public (see 2.2.6); and
 - d. the website generally;
 - outline terms and conditions regarding the hosting service envisaged, including technical specifications, maximum response times in cases of down-time etc;
 - proposals regarding ongoing technical support for the hosting period;
 - details of the proposed application for the amending/updating webpage content internally, including an assessment of the level of training required;
 - details of any limitations on development during the hosting period, e.g., website size, number of pages, homepage links etc.; and
 - details of the verification process to ensure conformance to WCAG 2.0.
- d) An overview of previous experience to include:
- a brief biography of the person(s) who will be directly involved in the project, which should include details of their respective qualifications and experiences in developing similar websites; and
 - a selection of reference websites.
- e) A cost proposal to include:
- the respondent's total fee for the engagement;
 - a detailed breakdown of the total fee, which should be an all-inclusive fixed price basis, and which should include all additional costs and expenses;
 - the cost elements associated with the provision of searchable database potential (see 2.2.8), together with an indication of any significant additional costs which may arise should IAASA elect to postpone this element; and
 - all key assumptions used in preparing the cost proposal.

4. Selection criteria

4.1. Conflicts of Interest

Persons/firms for whom a conflict of interest, or in the Authority's opinion a perceived conflict of interest, would arise were they to undertake the assignment will be excluded from consideration.

4.2. Shortlisting

Dependent upon the number of expressions of interest received, the Authority may consider it necessary or otherwise appropriate to shortlist respondents. In the event that this is the case, shortlisting will be based solely on the material submitted by respondents. Accordingly, in supplying

the information requested above, respondents should ensure that they fully set out the basis upon which they consider themselves qualified to deliver each of the prerequisites detailed at section 2 above. If applicable, shortlisting will be based upon the Authority's assessment of the quality and technical merit of the submitted tender.

4.3. Interview

Respondents or, in the event of shortlisting, those respondents that have been shortlisted shall be invited for interview. The purpose of the interview will be to:

- a) verify insofar as possible, and obtain any clarifications considered necessary regarding, assertions made by respondents in their initial submissions;
- b) assess respondents' overall understanding of, and operational capacity to deliver on, the Authority's service requirements;
- c) assess respondents' ability to deliver the tasks outlined in section 2; and
- d) respond to any clarifications sought by respondents.

4.4. Cost

Respondents reaching the required minimum standard at interview shall be awarded a cost ranking based on an assessment of their submitted costs compared to the cost proposals of other eligible respondents.

4.5. Ranking

Following the foregoing assessments, the table below will be completed for each respondent, and the highest-scored respondent will be selected:

Criterion	Max score
General understanding <i>Understanding of IAASA's role and objectives and of the key requirements of the website.</i>	10
Technical proposal <i>Marks will be awarded in based on the technical proposal detailed in section 3 (c) above, and as expanded upon at interview. This shall include both proposals in regard to the development of the website and the hosting proposals.</i>	30
Relevant experience <i>Marks will be awarded in respect of relevant qualifications and experience held by respondents detailed in section 3 (d) above. Up to 5 marks will be awarded to those demonstrating specific experience in the development of websites for regulatory-type entities.</i>	20
Cost <i>A mark will be extrapolated for each respondent based on their proposed charges vis-à-vis other eligible respondents.</i>	30
Overall suitability for appointment	10
TOTAL MARK AWARDED	100

5. Payment terms and conditions

- 5.1. All fees should be quoted in Euro, including VAT at the appropriate rate.
- 5.2. No additional fees, other than those originally quoted for the work when tendering of the project shall be paid.
- 5.3. To allow sufficient time for tender assessment, a tender validity period of 90 days is required, this period commencing on the closing date for submission of tenders.
- 5.4. Payment will be made in accordance with the provisions of Statutory Instrument 850 of 2012 (EU (Late Payment of Commercial Transactions) Regulations) on receipt by the Authority of a valid invoice from the Service provider.
- 5.5. The successful respondent will be required to produce a current Tax Clearance Certificate should payments exceed specified amounts.
- 5.6. In accordance with the Irish Finance Acts a deduction of tax at the standard rate may have to be made from all payments in respect of professional services (Professional Services Withholding Tax). The successful respondent will be required to submit details of their tax reference number.

6. Respondents' costs and expenses

IAASA shall not be liable for any costs or expenses howsoever incurred by respondents in pursuing this invitation.

7. Confidentiality

Respondents should note that, as the appointee will be a professional adviser to the Authority, the appointee shall be bound by the statutory obligations with respect to the confidentiality of information imposed by section 31 of the Act. The successful respondent will be required to sign an acknowledgement that he or she is aware of the obligations imposed by section 31 and that all information that is obtained by the respondent in performing the Internal Audit function on behalf of the Authority that has not otherwise come into the public domain shall not be disclosed except in accordance with law. **A breach of section 31(1) is an offence and may result in criminal liability.**

8. Other Information

- 8.1. The Authority shall be free to accept any or none of the proposals tendered.
- 8.2. Intellectual content of any reports/documents produced shall become the sole property of the Authority.
- 8.3. The respondents shall maintain strict confidentiality in relation to the services being sought and the tendering process.
- 8.4. The work of the consultants shall be deemed to be carried out in Ireland and shall be governed by the laws of Ireland.
- 8.5. Any conflicts of interest or potential conflict of interest on the part of a respondent or individual employees must be fully disclosed to the Authority without delay. Respondents should confirm in their tender response that comprehensive searches to identify any conflicts of interest have been completed.
- 8.6. Failure to disclose any material interest at the time of its occurrence may disqualify a bidder or cause the termination of a contract and entitle the Authority to seek appropriate remedies, such as costs or compensation for loss.

8.7. The tender response as submitted and this Request for Tenders will form the basis of a contract of services to be agreed between the Authority and the successful respondent.

9. Further information

Relevant legislation, together with further information regarding IAASA and its activities, can be obtained from IAASA's website, www.iaasa.ie.

10. Submission of tenders

Expressions of interest, which should be clearly marked '*Tender – website redevelopment*', should be submitted by **Wednesday, 17 July, 2013** to one of the contact points set out below:

**The Head of Finance & Administration
Irish Auditing & Accounting Supervisory Authority
Willow House,
Millennium Park
Naas, Co. Kildare
Ireland**

or

by fax: +353 45 983 601

or

submissions@iaasa.ie

Tenders received after the above deadline will not be considered.

**Irish Auditing & Accounting Supervisory Authority
4 July, 2013**