



**Website design project  
Invitation to Tender**

## 1. Context

The Irish Auditing and Accounting Supervisory Authority (IAASA) is the independent body in Ireland responsible for the:

- examination and enforcement of certain listed entities' periodic financial reporting;
- oversight of the recognised accountancy bodies' functions in respect of statutory auditors and supervision of the regulatory functions of the prescribed accountancy bodies;
- adoption of standards on auditing, professional ethics and internal quality control; and
- the inspection and promotion of improvements in the quality of auditing of public interest entities.

IAASA's mandate includes the promotion of public confidence in the profession.

IAASA's website, [www.iaasa.ie](http://www.iaasa.ie), was developed in 2014, and its existing functions include:

- the provision of information to both professional accountants/auditors and members of the public on the role and functions of IAASA;
- facilitating contact with IAASA, including statutory notifications and complaint handling; and
- acting as a secure portal for disseminating papers to Board members.

## 2. Nature of the service required

The Authority invites proposals to design and build a modern website to facilitate its needs, and to host the website for an initial period of one year.

The Authority's website is a key tool to promote its messages in support of auditing and accounting quality, and to provide a portal or portals for interested parties to access relevant and useful information. The website will allow high quality interaction across desktop and other platforms. It will provide comprehensive metrics and analytics to allow analysis of website access statistics. It will provide a bilingual platform in accordance with Irish language obligations for the public service. The website should also interact seamlessly with the Authority's social media platforms, such as *YouTube*. It will require the capability to accept applications and other documents through a secure portal.

### 2.1. Redevelopment

2.1.1. The redeveloped site will contain, by-and-large, the same quantum of information as the current site, and a similar number of pages. Our current site map can be located here: <http://iaasa.ie/Footer/Sitemap>. However, it will be of a modern, contemporary design, with intuitive navigation to all areas of the site. The structure of the site will differ considerably from the existing site, reflecting the significant changes to IAASA's remit since the current site was developed.

2.1.2. The site is primarily viewed on desktop devices, and this should be reflected in the design. It also needs to be fully optimised for mobile.

2.1.3. The successful tenderer shall design templates/colour scheme options for consideration consistent with IAASA's current logo and design. All templates should conform to current accessibility guidelines.

2.1.4. The successful tenderer will advise on an appropriate stand-alone secure members' portal for dissemination of confidential documents to Board and committee members, and assist with the migration of data to the new portal.

2.1.5. The site will need to be fully configured for SEO, namely Google and Bing.

### 2.2. Functionality

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

2.2.1. easy navigation from page to page, taking into account UX design;

2.2.2. user-friendly and effective search facility;

- 2.2.3.a simple content management system, allowing non-ICT users update the website without loss of design;
- 2.2.4.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;
- 2.2.5.public upload facilities with suitable safeguards (CAPTCHA) for users for the submission of files, including MS Office and pdf.
- 2.2.6.an intuitive query/complaints facility that will direct users on the basis of a series of questions, leading to a contact-us template;

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 99.9%. The hosting of all website data including backups is required to be in the European Union.

**3. Information requested and cost proposal**

Should you consider that you possess the requisite expertise and experience to meet the Authority's requirements you are invited to provide the information set out hereunder:

- A. name, business address, email address and telephone contact details;
- B. a technical proposal indicating the process and timeline for delivery of all elements, and an overview of the proposed hosting solution;
- C. an overview of previous relevant experience. This should include links to at least two websites that you have previously created in the last five years. Where possible, these reference sites should be for similar organisations (relating to financial services, regulation, or other state agency) based in Ireland or the UK;
- D. a cost proposal to include details of:
  - a. all inclusion in the quote, such as design costs, data migration, user training for admins and/or CMS users, etc.;
  - b. any exclusions, e.g, licencing.; and
  - c. details of assumptions used in preparing the cost proposal, if any.

**4. Cost proposal and selection criteria**

4.1. *Conflicts of Interest*

Persons for whom a conflict of interest, or in the Authority's opinion a perceived conflict of interest, would arise were they to undertake the role will be excluded from consideration for the review. Respondents should declare, at first opportunity, any potential conflicts of interest arising.

4.2. *Ranking*

IAASA will assess responses according to the criteria detailed in the table below to establish the most economically advantageous tender. This assessment will initially be made on the basis of the proposal submitted. IAASA will invite the preferred candidate(s) to discuss their proposal(s) before finalising an agreement.

<b>Criterion</b>	<b>Max score</b>
<b>Technical proposal</b> <i>Marks will be awarded based on the information provided as detailed in section 3.B above.</i>	30
<b>Relevant experience</b> <i>Marks will be awarded in respect of relevant qualifications and experience held by respondents detailed in section 3.C above.</i>	30

Criterion	Max score
<b>Cost</b> <i>A mark will be extrapolated for each respondent based on their proposed charges vis-à-vis other eligible respondents.</i>	30
<b>Overall suitability for appointment</b> (Geographical location, public sector experience, etc...)	10
<b>TOTAL MARK AVAILABLE</b>	<b>100</b>

## 5. Payment terms and conditions

- All fees should be quoted in Euro, including VAT at the appropriate rate.
- No additional fees, other than those originally quoted for the work when tendering for the project, shall be paid.
- Payment will be made in accordance with the provisions of Statutory Instrument 850 of 2012 (EU (Late Payment of Commercial Transactions) Regulations)
- The successful provider will be required to produce verification of a current Tax Clearance Certificate should payments exceed €10,000 in any 12 month period.

## 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 the service provider will be a professional adviser to the Authority, and shall thus be bound by the statutory obligations with respect to the confidentiality of information imposed by section 940 of the Companies Act 2014. The provider will be required to sign an acknowledgement that he/she is aware of the obligations imposed by section 940 and that any information that is obtained that has not otherwise come to the notice of members of the public shall not be disclosed except in accordance with law. **A breach of section 940 is a category 2 offence under the Companies Act 2014 and may result in a fine and/or imprisonment.**

## 8. Other Information

- 8.1. The Authority shall be free to accept any or none of the proposals tendered.
- 8.2. The site should conform to the requirements of Statutory Instrument 358 of 2020: *European Union (Accessibility of Websites and Mobile Applications of Public Sector Bodies) Regulations 2020* in all material respects.
- 8.3. Intellectual content of any reports/documents produced shall become the sole property of the Authority.
- 8.4. The respondent shall maintain strict confidentiality in relation to the services being sought and the tendering process.
- 8.5. All services provided shall be deemed to be carried out in Ireland and shall be governed by the laws of Ireland.
- 8.6. Any conflicts of interest or potential conflicts of interest on the part of a respondent must be fully disclosed to the Authority without delay.
- 8.7. Failure to disclose any material interest at the time of its occurrence may disqualify a respondent or the termination of a contract and entitle the Authority to seek appropriate remedies, such as costs or compensation for loss.

- 8.8. The tender response as submitted and this Invitation to Tender will form the basis of a contract of services to be agreed between the Authority and the successful respondent.
- 8.9. Submissions should also include a statement confirming that none of the circumstances set out in S. I. 329 of 2006 – European Communities (Award of Public Authorities' Contracts) Regulations 2006 apply to the respondent.

## 9. Submission of tenders

Queries on this tender should be directed to:

Mr Barry Murphy  
E: [tenders@iaasa.ie](mailto:tenders@iaasa.ie)  
M: +353 87 906 6078

Tenders which should be marked '*Tender – website design*' in the message header, should be submitted by **12:00 noon on Monday, 1 November 2021** to [tenders@iaasa.ie](mailto:tenders@iaasa.ie)

Tenders received after the above deadline will not be considered.