

Invitation to Tender (ITT):

Provision of consulting & advisory services XBRL taxonomies IFRS 17 Insurance Contracts

Reference	FRC2022-092 XBRL taxonomies IFRS 17
Date	29 th April 2022

1 Background

The purpose of the Financial Reporting Council (FRC) is to serve the public interest by setting high standards of corporate governance, reporting and audit and by holding to account those responsible for delivering them.

Delivering on our purpose will bring a variety of benefits. Improved outcomes, created by each of our regulatory activities are shown in the circle; each of which can positively reinforce others in the circle and contribute to overall benefits for a wide range of stakeholders such as greater transparency, increased trust in UK markets and a lower cost of capital for companies. Our direct stakeholders include companies, institutional investors, auditors, actuaries, accountants and their respective professional bodies. Our indirect stakeholders include retail shareholders, suppliers, employees, customers, communities, pensioners and savers, and financial institutions, all of whom have an interest in the health of companies and other organisations within our existing and future regulatory scope and in the success of the UK corporate sector as a whole.

The FRC is a public body, and a partner body of BEIS. Although funded by member and levy contributions, not by the taxpayer, the FRC is subject to public sector requirements and engages closely with other regulators and public bodies.

The FRC is committed to

- Supporting the creation of a new regulator, the Audit, Reporting and Governance Authority (ARGA), into a high performing new robust and independent regulator, acting in the public interest and provide increased confidence in the UK market. Protecting and improving audit and reporting quality.
- Making company reporting fit for the future.
- Supporting the creation of the audit of the future
- Ensuring that the world-leading UK Corporate Governance and Stewardship Codes make the UK a great place to do business, helping support Covid-19 recovery and UK prosperity.

The UK Stewardship Code is a voluntary code for asset managers (investment managers), asset owners and service providers (such as proxy advisers, investment consultants and data providers). The Stewardship Code promotes the responsible allocation, management and oversight of capital to create long-term value for clients and beneficiaries leading to sustainable benefits for the economy, the environment and society.

Further information: - https://www.frc.org.uk/getattachment/5aae591d-d9d3-4cf4-814a-d14e156a1d87/Stewardship-Code_Dec-19-Final-Corrected.pdf

We also monitor and take action to promote the quality of corporate reporting and operate independent enforcement arrangements for accountants and actuaries. Further information about our role can be found at www.frc.org.uk.

2 Project Requirements

2.1 Purpose & Background

The FRC's Taxonomy team is required to create and maintain digital versions of paper reporting standards for a range of cross-government stakeholders. This work actions the recommendations and decisions of the Technical Task Force, Governance Committee and the Regulatory Codes and Standards Committee. Work must be completed in a timely

manner as part of a strict annual cycle, with pre-scheduled windows for internal due processes and public review.

The FRC has a requirement for the development of content for the FRC's XBRL taxonomies relating to the implementation of IFRS 17 Insurance Contracts. This is to facilitate the mandatory requirement of full digital tagging of any standards to HMRC.

2.2 Scope

To fulfil the requirement for the development of content for the FRC's XBRL taxonomies relating to the implementation of IFRS 17 Insurance Contracts the FRC are seeking to engage specialist input.

The FRC requires the external partner to:

- Phase 1: Research
 - Examine current digital reporting for Insurance Contracts, including the range and type of extensions created using the ESEF taxonomy
 - Explore expected reporting under IFRS 17 Insurance Contracts for a wide range of entities in the UK and international insurance sectors
 - Review tags in the current IFRS taxonomy that relate to IFRS 17 Insurance Contracts to ascertain which can be reused in the FRC taxonomy and/or if changes need to be made to them to fit with the FRC taxonomy design (i.e. new dimensions)
 - Attend scheduled weekly updates with the FRC Taxonomies Team
- Phase 2: First Draft
 - Attend UK workshop to present research and prepare action points
 - Implement findings and actions from workshop
 - Check and test the Insurance sections of the taxonomy before the draft is issued
 - Attend scheduled weekly updates with FRC Taxonomies team
- Phase 3: Final Draft
 - Support comments made during public consultation and prepare responses
 - Review any filings made with IFRS 17 Insurance Contracts Summer 2022 and feedback findings into redrafting process
 - Check and test the Insurance sections of the taxonomy before the draft is issued
 - Attend scheduled weekly updates with FRC Taxonomies team
 - Culminating in the final delivery of the IFRS 17 tags

The FRC requires the external partner deliver:

- Phase 1:
 - Research report detailing the findings of the research phase
 - PowerPoint summary of findings for workshop
- Phase 2:
 - Excel spreadsheets of filings under the proposed IFRS 17 draft
 - Reports from tests and drafts
- Phase 3:
 - Ongoing email support for comments raised during consultation
 - Excel spreadsheets of filings under the proposed IFRS 17 draft

- Reports from tests and drafts

The FRC requires the Services to be undertaken in the following timescales:

- Phase 1: Mid-May – early June
 - Research – mid-May
 - Workshop – 7/8 June
- Phase 2: Mid-June – early July
 - Implement findings and solutions – 9 June – 17 June
 - Testing and reporting – 17 June – 1 July
 - First draft issued – 4 July
- Phase 3: Mid-July – mid-October
 - Support comments made during public consultation – July – 18 October
 - Review IFRS 17 submissions – July-Sept
 - Support and testing for amends to draft version – July – 18 October
 - Final draft published – 18 October

2.3 Liaison arrangements

The successful Supplier will liaise with the FRC's Taxonomies Team. The successful Supplier should ensure that a key Account Manager and (if different) a Relationship Manager is nominated for the overall engagement and delivering of the FRC's requirements within the required timeline.

2.4 Cost and financials

The tenderer should provide a fixed fee for the delivery of the Services required. Tenderers should detail their costs in the Tender Response Documents in the format specified.

2.5 Your tender response

You should submit one proposal (using the provided Tender response document) addressing how you meet / propose to meet the FRC's Requirements.

	FRC's requirement	Criteria / Evaluation
1	You must be able to demonstrate the depth and breadth of experience / expertise (relating to our requirement for XBRL taxonomies IFRS 17 Insurance Contracts services)	Your proposal must demonstrate <ul style="list-style-type: none"> • how you meet this FRC requirement, including experience, knowledge and key transferrable skills.
2	You must be able to deliver the requirement to a high standard.	Your proposal must demonstrate <ul style="list-style-type: none"> • how you will work with the FRC to deliver this requirement • what you will do to achieve this requirement (i.e. your approach / methodology).
3	Effective time management to deliver the requirements (within the deadline).	Your proposal must detail

		<ul style="list-style-type: none"> a high-level timeline / key activity (and responsible activity owners).
4	Key Resources	<p>Your proposal must</p> <ul style="list-style-type: none"> provide a high level resourcing plan i.e. which resources you propose for which roles and the merits of the proposed resource. detail the team structure, allocation of work across team members, and expected time spent per team member explain a risk management strategy for unavailable team members
5.	Cost	<p>You should provide a cost proposal that reflects value for money and a breakdown with sufficient detail to understand how the quote total has been reached.</p>

2.6 Tender evaluation

Bids will be scored on your ability to meet our requirements using the scoring approach: -

Score	Criteria for awarding score
0	Unacceptable Failed to provide confidence that the proposal will meet the requirements. An unacceptable response with serious reservations.
25	Poor A poor response with reservations. The response lacks convincing detail with risk that the proposal will not be successful in meeting all the requirements.
50	Fair Meets the requirements – the response generally meets the requirements but lacks sufficient detail to warrant a higher mark.
75	Good A good response that meets the requirements with good supporting evidence. Demonstrates good understanding.
100	Excellent An excellent (well detailed) response that fully meets the requirements and business needs. Provided a clear & comprehensive response and evidence of expertise, experience and/or capabilities to the benefit of the FRC resulting in a high level of confidence.

Questions & Clarifications

- Tenderers may raise questions or seek clarification regarding any aspect of this further competition at any time prior to the tender clarification deadline.
- Tenderers may raise questions or seek clarification within the timeframe by sending questions to procurement@frc.org.uk in the following format.

Nature of query / clarification	Query / Clarification

- FRC will not enter into exclusive discussions regarding the requirements of this ITT with tenderers.
- To ensure that all tenderers have equal access to information regarding this tender opportunity, FRC will publish all its responses to questions raised by Tenderers on an anonymous basis.
- Responses will be published in a questions and answers document to all Tenderers who have indicated that they wish to participate.

3. Tender process timeline

DATE/TIME	ACTIVITY
29/04/2022	Publication of the Invitation to Tender
03/05/2022 by 12noon	Deadline to submit clarification questions
04/05/2022 by 12noon	Deadline for publication of responses to clarification questions FRC will endeavour to meet this deadline
06/05/2022 by 12noon	Deadline for supplier submission of tender to the FRC.
10/05/2022	Shortlisted suppliers advised (by close of play)
12/05/2022	Tender clarification / supplier presentations to take place on 12 th May 2022 (if required)
13/05/2022	Tender Outcome
On/ around 16/05/2022	Contract Start Date
18/10/2022	Contract end

4. Conduct

- The tenderer must not communicate to any person the tender price, even approximately, before the date of the contract award other than to obtain, in strict confidence, a price for insurance required to submit the tender.
- The tenderer must not try to obtain any information about any other person's tender or proposed tender before the date of the contract award.
- The tenderer must not make any arrangements with any other person about whether or not they should tender, or about their tender price.

- The tenderer must not offer any incentive to any member of FRC's staff for doing or refraining from doing any act in relation to the tender.
- If the tenderer engages in any of the activities set out in this paragraph or if FRC considers the tenderer's behaviour is in any way unethical FRC reserves the right to disqualify the tenderer from the procurement.
- The tenderer represents and warrants that a conflicts of interest check has been carried out, and that check revealed no conflicts of interest.
- Where a conflict of interest exists or arises or may exist or arise during the procurement process or following contract award the tenderer must inform the FRC and submit proposals to avoid such conflicts.
- Tenderers must obtain for themselves at their own responsibility and expense all information necessary for the preparation of tenders. The FRC is not liable for any costs incurred by the tenderer as a result of the tendering procedure. Any work undertaken by the tenderer prior to the award of contract is a matter solely for the tenderer's own commercial judgement.

5. Due Diligence

- While reasonable care has been taken in preparing the information in this ITT and any supporting documents, the information within the documents does not purport to be exhaustive nor has it been independently verified.
- Neither FRC, nor its representatives, employees, agents or advisers:
 - makes any representation or warranty, express or implied, as to the accuracy,
 - reasonableness or completeness of the ITT and supporting documents; or
 - Accepts any responsibility for the adequacy, accuracy or completeness of the information contained in the ITT and supporting documents nor shall any of them be liable for any loss or damage, other than in respect of fraudulent misrepresentation, arising as a result of reliance on such information or any subsequent communication.
- It is the tenderer's sole responsibility to undertake such investigations and take such advice, including professional advice, as it considers appropriate in order to make decisions regarding the content of its tenders and in order to verify any information provided to it during the procurement process and to query any ambiguity, whether actual or potential.
- It is a requirement that the successful supplier (i) comply with all applicable laws and regulations including, without limitation, the Bribery Act 2010, the Equality Act 2010 and the Modern Slavery Act 2015; and (ii) in addition to any contractual requirement(s), inform the FRC immediately upon becoming aware of any event

(including actual or threatened court proceedings) which may impact upon the reputation of the FRC, whether or not connected with the Supplies and/or Services.

6. Submitting a Tender

- Tenderers must submit their tender response within the deadline to procurement@frc.org.uk.
- Where a Tender Response Template is provided, potential providers must align their tender response with that format.
- A Tender must remain valid and capable of acceptance by the Authority for a period of 90 days following the Tender Submission Deadline. A Tender with a shorter validity period may be rejected.

7. Evaluation

- FRC will award the contract on the basis of the tender which best meets the evaluation criteria aligned to the requirements.

8. Acceptance of Tender & Notification of Award

- FRC reserves the right to amend, add to or withdraw all or any part of this ITT at any time during the procurement.
- FRC shall not be under any obligation to accept the lowest price tender or any tender and reserves the right to accept such portion or portions as it may decide, unless the tenderer includes a formal statement to the contrary in the tender. FRC also reserves the right to award more than one contract to fulfil the requirement.
- The tenderer will be notified of the outcome of the tender submission at the earliest possible time.
- Where the procurement process is subject to EU public procurement directives, a minimum standstill period of 10 calendar days will apply between communicating the award decision electronically to tenderers and awarding the contract.
- Nothing in the documentation provided by FRC to the tenderer during this procurement or any communication between the tenderer and FRC or FRC's representatives, employees, agents or advisers shall be taken as constituting an offer to contract or a contract. No tender will be deemed to have been formally accepted until the successful tenderer has received a formal contract award letter from FRC.

9. Additional Information

- Tenderers must not undertake any publicity activity regarding the procurement within any section of the media.
- The FRC reserves the right to take up references. You will be required to provide references in the Tender Response Document. References must be relevant to the FRC requirement and in the last five years
- Please use the attached Tender Response Document for your reply.
- The Terms and Conditions that will apply to this proposed Agreement are attached. Suppliers should accept the T&C's with **no material changes**.