Tender proposal for

**Financial Reporting Council**

**Development of CODEx Inline XBRL Viewer**

**Beta and Live Phases**

FRC2023-061

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| --- | --- |
| Supplier Name |  |
| Registered Address |  |
| Registered company number |  |
| VAT number (if applicable) |  |
| Please state if your company is a SME or VCSE | |  |  |  | | --- | --- | --- | |  | Classification | Yes / No | | SME | Small Medium Enterprise  “SME” means an enterprise falling within the category of micro, small and medium-sized  enterprises defined by the Commission Recommendation of 6 May 2003 concerning the definition of micro, small and medium-sized enterprises |  | | VCSE | Voluntary, Community & Social Enterprise  “VCSE” means a non-governmental organisation that is value-driven and which principally reinvests its surpluses to further social, environmental or cultural objectives. |  | |
| Please state if your organisation or supply chain have risks associated with the current Russia / Ukraine conflict | |  |  |  | | --- | --- | --- | |  | Question | Your response | | 1 | We have checked and we have identified no known risk to our organisation or supply chain associated with the current Russia / Ukraine conflict. | Yes / No | | 2 | We have checked and we have identified the following risk(s) to our organisation and/or supply chain associated with the current Russia / Ukraine conflict. | *Please state* | | 3 | What action are being taking to address /managed the above? | *Please state* | |
| Contact: | |
| Name |  |
| Position |  |
| Email |  |
| Telephone |  |
| Date |  |

*This must be printed on your letterhead and signed.*

## Form of tender

FRC2023-061 **Development of CODEx Inline XBRL viewer**

To: Financial Reporting Council (FRC)

1. I/we have read the ITT documentation (including all associated annexes) and, subject to and upon the terms and conditions contained in the said documents, I/we offer to deliver the contract, at the rates or prices quoted by me/us as shown below.
2. I/we agree that any contract that may result from my/our tender shall be based upon the ITT documentation (including all relevant associated annexes) and my/our Form of Tender inclusive of pricing information.
3. I/we agree that any other terms or conditions or any reservations that may be printed on any correspondence or document from me/us either in connection with this tender, or any contract resulting from this tender, shall not be applicable to the contract.
4. I/we have abided by the requirements set out in the ITT Notices and Instructions of the ITT.
5. The rates and prices quoted in the tender are valid for a period of 120 days from the tender closing date and the tender shall remain binding and open for acceptance at any time prior to the expiration of that period.
6. The date of my/our tender is the date of this Form of Tender.
7. I/we understand that FRC is not bound to accept any tender it may receive and that FRC has no liability to me/us in respect of any expenses incurred by me/us in preparing and submitting my/our tender.
8. I/we agree that the FRC may disclose the Contractor's information/documentation (submitted to FRC during this Procurement) more widely within Government for the purpose of ensuring effective cross-Government procurement processes, including value for money and related purposes.
9. I/we tenderer represents and warrant that a conflict of interest check has been carried out and that check revealed no conflicts of interest / the following conflict exists and the proposal to manage / mitigate this conflict of interest it. ***(delete as appropriate)***
10. I/we confirm there are no known issues relating to our organisation’s financial position and financial strength nor any specific issues that could impact on operations over the course of the proposed contract.

* I/we confirm that our organisation is not subject to any current or impending legal action, either formal proceedings or notification of legal action, which could impact on the financial viability of our organisation to deliver of the services.
* I/we confirm that we have observed the delivery deadline date (where applicable) and our organisation can meet this /these dates.

1. I/we confirm that this is a bona fide competitive tender and our organisation has not

communicate to a person, other than a member of FRC; entered into any agreement or arrangements with any other person, that they shall refrain from tendering, or regarding the amount of any tender to be submitted not offered to pay or give, or agree to pay or give, any sum of money or valuable consideration directly or indirectly to any person in relation to this /any tender or proposed tender.

1. I/we confirm that we do not condone any activity which constitutes modern slavery or human trafficking under the Modern Slavery Act (MSA) 2015, we expect our suppliers (and supply chain) to maintain the same approach and to have policies and procedures in place to minimise the risk of modern slavery occurring.
2. I/we understand that FRC reserves the right to take up references if our proposal is successful.

Yours sincerely

**Name**

**Title**

**Date**

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| **Tender Response** |
| Please refer to the requirements in the *Invitation to Tender* document and *Viewer detailed requirements* spreadsheet.  Total maximum response length is 17 x A4 pages, excluding images, broken down as follows:   * Section 1 - 1 x A4 * Section 2 - 12 x A4 * Section 3 - 2 x A4 * Section 4 - 2 x A4 |

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| **Section 1 – Essential skills and experience** - maximum response length: 1 x A4 page, excluding images |
| ***Note:*** *Only suppliers who can demonstrate transferable expertise and capabilities in the Essential skills and experience below will be considered for evaluation.* |
| **Essential Skill 1 – Software Development Proficiency**  Demonstrate transferable experience and capabilities in delivering similar time-bound IT solutions. From development and testing (including accessibility and security testing) to live deployment and early life support. |
| Add your response here. |
| **Essential skill 2 –** XBRL expertise  Demonstrate transferable experience and capabilities in working with projects relating to XBRL specification and/or iXBRL format. |
| Add your response here. |
| **Essential skill 3 - User Experience (UX) Design**  Demonstrate transferable experience and capabilities in designing intuitive and user-friendly interfaces including users with assisted digital needs and accessibility needs. |
| Add your response here. |

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| **Evaluation Weighting** |
| * **Technical competence 70%** - maximum response length is 12 x A4 pages, excluding images * **Cultural fit 10%** - maximum response length is 2 x A4 pages, excluding images * **Price 20%** - maximum response length is 2 x A4 pages, excluding images |

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| **Section 1 - Technical Competence (70%)** - maximum response length: 12 x A4 pages, excluding images |
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| **QUESTION 1 – Delivering the Minimum Viable Product (MVP) (30%)**  Referring to the *Viewer detailed requirements* spreadsheet and by selecting the drop-downs from column F and, where appropriate, adding commentary to column G, can you confirm:   * You can develop and deliver the Priority 1 functional and non-functional requirements as part of this proposal? * Which of the Priority 2 and Priority 3 functional and non-functional requirements you can develop and deliver as part of this proposal?   Bidders should include details of relevant skills, experience and qualifications of key resources that will work this contract to meet these requirements. |
| Add details of your proposed project team here along with details of their relevant skills, experience and qualifications to deliver the requirements. |
| **QUESTION 2 – Proposed technical solution (20%)**  Provide a detailed technical approach for the requirements you plan to develop and deliver as part of this proposal, including detailed architecture specifying the libraries you'll use. |
| Add your response here. |
| **QUESTION 3 - Delivery to TCoP (5%)**  Demonstrate transferable experience in developing products in line with the Technology Code of Practice (<https://www.gov.uk/guidance/the-technology-code-of-practice>) and UK Government Service Manual (<https://www.gov.uk/service-manual>) or explain how you intend to deliver to these standards?  Including but not limited to developing products in line with AA level of the Web Content Accessibility Guidelines (WCAG 2.2 AA) (<https://www.gov.uk/service-manual/helping-people-to-use-your-service/understanding-wcag>) or similar. |
| Add your response here. |
| **QUESTION 4 - Approach and methodology (15%)**  Specify your approach, methodology and proposed timetable to develop these requirements, including what you can develop and deliver at various stages.  Your response should state your earliest possible start date.  Your response should address and demonstrate recent transferable expertise and capabilities in:   * Developing and delivering products using agile methodology. * Managing / contributing on open-source projects, providing references to the code repositories if possible. * Working with teams outside of your organisation for gathering user needs and feedback, ensuring that functionalities are effectively developed in line with user needs. |
| Add your response here. |

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| **Section 2 - Cultural fit (10%)** - maximum response length: 2 x A4 pages, excluding images |
| ***Note:*** *In all cases, please ensure you cover how the experience / approach is transferrable / applicable under this proposed contract/project.* |
| **QUESTION 1 - Diversity and Inclusion (5%)**  How does your organisation ensure that it fosters a diverse and inclusive environment? Can you share any initiatives or practices that you've implemented in this regard? (5%) |
| Add your response here. |
| **QUESTION 2 - Managing change and communication (5%)**  Can you describe how you respond to changes that occur during the project's execution and adapt to accommodate changes over following a plan? Detail how you ensure important decisions or changes are communicated transparently to all relevant stakeholders involved in the project? |
| Add your response here. |

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| **Section 3 – Price (20%)** - maximum response length: 2 x A4 pages, excluding images |
| ***Note:*** *The FRC expects high quality services that represent good value for money.*  *The FRC’s preferred pricing model for this contract is capped time and materials against a set of agreed milestones. Bidders are open to recommend an alternative pricing model with explanation as to why it would best fit this contract.* |
| Please provide your total price clearly highlighting key discounts, etc. Include a clear breakdown of costs by phase (Beta and Live), including key milestone deliverables and dates within those phases. |
| Add your response here. |

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| **Section 4 – Terms & Conditions** |
| ***Note:*** *Your attention is drawn to the ITT - The Terms and Conditions (T&Cs) that will apply to this proposed Agreement are attached.* |
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| I/we confirm that we;   * accept the proposed Terms & Conditions with no changes. * have a concern with the following clause(s):  |  |  |  | | --- | --- | --- | | Clause No. | Concern | Proposed amendment | |  |  |  | |  |  |  | |

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| **Section 5 – Supplier due diligence questionnaire** |
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| Amend as appropriate.  You should only need to complete the applicable questionnaire, Controller or processor. |
| I/we confirm that we have completed and attach the;   |  |  | | --- | --- | | Document type | Document | | * Supplier Due Diligence questionnaire – Controller and/or Processor |  | | * Supplier Code of Conduct |  |   Note: Shortlisted suppliers will be required to provide evidence of their relevant insurance certificates. |
| **END** |