Invitation to Tender—Content Management System Upgrade

The IFRS Foundation (Foundation) is investigating the possibility of upgrading the Content Management System (CMS) it currently uses to support its publishing activities. The Foundation is inviting tenders for a CMS solution that fulfils the requirements outlined below.

Tender process

Each firm is asked to submit a written proposal setting out how it will meet the requirements outlined below. This proposal should be submitted by **21 December 2017**.

After the deadline for submission, each shortlisted firm will be invited to a meeting at the Foundation's offices to discuss its proposal. It is anticipated that these meetings will take place in **January 2018**. Precise dates and times will be confirmed in due course.

Period of provision

An agreement with the chosen provider will be for an initial term of **three (3)** years.

Upon expiration of the agreement the Foundation must be able to transfer its content to another platform provider subject to agreement.

Strategic focus

The Foundation wishes to upgrade the CMS it currently uses internally. As a direct result of this upgrade it wishes to provide better service levels to users of its IFRS Standards, both within and outside the organisation. The upgraded CMS is also intended to underpin and enable future enhancements of the Foundation's digital and print products.

Proposal requirements and criteria for assessment

1) Details of CMS and experience

Please provide:

- details of the firm;
- a detailed description of the CMS and its capabilities;
- a link to a demonstration of the CMS;
- examples of recent, similar projects undertaken;
- a summary of potential benefits to the Foundation of selecting your firm;
- details of implementation support services and post implementation support performance, including, if possible, a reference for firms currently supported who can attest to the service quality; and
- indicative timeframes for implementation and configuration of the CMS.

2) Familiarity with the Foundation

Under the requirements of the UK Data Protection Act 1998, we are obliged to confirm how we use any data that we collect about you and details of this can be found in our Information Statement contained on our website (http://www.ifrs.org/legal/information-statement/).

Please demonstrate:

- a clear understanding of the nature of the Foundation's business;
- an understanding of the Foundation's content, publishing operations and, ideally, its customer base;
- an appreciation of the key challenges and risks the Foundation is facing and could face in the future in connection with its digital and print publishing operations; and
- experience in working with not-for-profit clients.

3) Service support

Please provide:

- the names and roles of your service team, its location and relevant experience;
- the estimated time key team members will commit to the deployment of the CMS and the training of Foundation staff;
- a draft service-level agreement to be incorporated into the eventual contract; and
- up to 3 references for the firm and members of the service team.

4) Fees

Please provide:

- a competitive fee quote that offers the Foundation value for money and takes into account the three (3) year engagement, including:
  - o all fees connected with the potential content migration;
  - o all maintenance and upgrade fees that might be incurred during the three-year engagement (if any);
  - o all support and training fees connected with the initial implementation as well as with business as usual (BAU) operations (if any); and
  - o any other fees that might be charged during the course of the engagement.

5) Governance and independence

- confirm whether your firm has any potential conflicts of interest;
- confirmation from your firm that it will ensure compliance with independence requirements; and
- confirmation from your firm that it will take all necessary steps to ensure its independence.

6) Other

Please provide details and amounts of PI insurance your company will have in place.

Detailed CMS requirements

The IFRS Foundation (Foundation) will select a CMS platform and related service provider that will support both current business as usual (BAU) activities and future initiatives.

Please note that owing to the importance of ensuring a high-quality end result for this project, and the specific challenges of transferring the content as held in the current CMS, a proof of concept stage may be needed prior to full delivery launch.

In addition to a description of the Foundation's requirements, a weighted CMS Project Requirements definition is being made available in Excel format.

The CMS platform is expected to meet the following requirements:

1) Content storage

The CMS will be able to store all Foundation content efficiently.

The Foundation content includes approximately 3–4 GB of data. However, we expect the content set held in the upgraded CMS to expand substantially as the CMS integrates other diverse components of the Foundation's intellectual property into a central repository. The CMS must accommodate the ability to incrementally expand storage capacity is a key requirement to being able to serve the Foundation's plans for modernising its content operations.

2) Content administration

The CMS will include robust administrative functionality that will permit the efficient organization and maintenance of content by Foundation staff. Capabilities will include:

- ordering and maintaining content, including historical content;
- adding new content and metadata;
- deleting existing content and metadata;
- amending existing content and metadata; and
- robust internal search capability of the entire existing content / metadata.

The following capabilities would be useful and these may be evaluated in selecting the most appropriate provider:

- ability to export tables of content (effectively the content framework) into spreadsheets—ideally this would also pull in the relevant metadata;
- date stamping (a date or dates held against the specific content element showing when it was last accessed or edited); and
- some reporting functionality on usage/users.

3) Tagged XML compatibility

The vast majority of content stored on the site will be in XML format. For this reason seamless connectivity between the system and XML authoring software (eg Arbortext, Oxygen, etc) is required.

When a user 'opens' a file, it should be made available, with the least possible latency, in authoring software to the user.

The system should have the ability to 'lock' files for editing when they are accessed by users to eliminate version conflicts.

4) Storage of multiple files types beyond XML

The CMS will need to store content in the following formats:

- XML
- PDF and print PDF
- image files (JPG, TIFF, BMP)
- Microsoft Word
- Microsoft Excel (XSLX)
- ePub formats

The CMS should also be able to store content in the following formats:

- HTML

5) File output

At a minimum, the CMS will be capable of publishing content in the following formats:

- XML
- HTML
- PDF

These formats are frequently generated by the production team to service both external and internal content clients.

It would be very helpful if the following formats were also available as outputs:

- print PDF (including crop-marks and printer marks)
- Microsoft Word
- ePub formats

The CMS might also be able to output in the following formats:

- XSLX

6) Taxonomy and metadata storage

The CMS should include a mechanism by which the content can be taxonomised.

This means the ability to introduce metadata to content elements efficiently and being able to filter content on the basis of that metadata.

In addition to being able to use the structured data to enhance search functionality and efficient document retrieval, the Foundation also envisions being able to:

- differentiate content between different subscription levels based on metadata introduced to classify these; and
- employ the metadata for 'time-travel' functionality – ie create a mechanism by which the user can access content at a specified date or range of dates.

The metadata itself would be stored as discrete elements within the XML files for individual content chunks held on the CMS, but the ability to manipulate these chunks using the CMS would be a definite advantage. That capability would enable:

- swift and efficient input and amendment of metadata entries;
- quality control metadata; and
- visual rendering of the metadata entries for non-XML users.

7) Auditability

The CMS will, ideally, identify unique users and track individual usage of content, specifically recording instances when content is created, modified or deleted.

The CMS should also include a 'safe' read-only mode, which would permit users to access content without risking amendments.

An ideal CMS would also include multiple levels of user access, editing and publishing capabilities. For example, only senior staff would have the ability to 'publish' content to a live environment.

Remote access capability and/or a Cloud-based infrastructure (supplementing or replacing local installation outright) would be viewed as highly beneficial.

The possibility of offering 'straight-through' publishing—a CMS infrastructure that would include authoring and workflow tools—would be highly advantageous. Such an infrastructure could be intrinsic to the CMS or offered as a discrete 'plug-in' to be deployed as needed.

8) API

The Foundation expects the upgraded CMS to underpin an enhanced online offering to the users of our Standards.

An ideal CMS would therefore include the capability of deploying an interface that would streamline the eventual data output. Such an interface would be expected to facilitate the Foundation's own efforts to enhance its own unique product offering and also support and improve its ability to output data to its external partners.

Confidentiality

By accepting this invitation to take part in the tender process, you agree to keep in confidence all information provided to you, whether written or oral, in relation to the tender process and/or in relation to the Foundation's business generally that is not already in the public domain, to use it only for the purposes of this tender and for no other reason and not to disclose any of the said information to any third party.

You will bear any costs and expenses incurred by you in relation to this tender and the said information shall be kept confidential unless it lawfully becomes public knowledge.

About the Foundation

The IFRS Foundation is an independent, not-for-profit organisation incorporated in the State of Delaware, USA, with its primary operations based in London as an overseas company. Its principal objectives are:

(a) to develop, in the public interest, a single set of high quality, understandable, enforceable and globally accepted financial reporting Standards based on clearly articulated principles. These IFRS Standards should require high quality, transparent and comparable financial statements and other financial reporting to help investors, other participants in the world's capital markets and other users of financial information to make informed economic decisions;

(b) to promote the use and rigorous application of the IFRS Standards;

(c) to fulfil the objectives associated with points (a) and (b), to take account of, as appropriate, the needs of a range of sizes and types of entities in diverse economic settings; and

(d) to promote and facilitate adoption of IFRS Standards, which are the Standards and interpretations issued by the International Accounting Standards Board (Board), through the convergence of national accounting standards and IFRS Standards.

The Foundation's main office is located at Cannon Street in London. The Foundation also has a liaison office in Tokyo.

For further information on the Foundation's structure please refer to our website:

http://www.ifrs.org/About-us/Pages/How-we-are-structured.aspx

Note this project is a strategic initiative of the Foundation and therefore is of interest to the Trustees who are responsible for governance and oversight of the International Accounting Standards Board. Copies of recent financial statements and reports can also be found on the website:

Under the requirements of the UK Data Protection Act 1998, we are obliged to confirm how we use any data that we collect about you and details of this can be found in our Information Statement contained on our website (http://www.ifrs.org/legal/information-statement/).

http://www.ifrs.org/About-us/IFRS-Foundation/Oversight/Annual-reports/Pages/2016-Annual-Report.aspx

Tender submission

Please send your proposal document to Thomas Hyrkiel (thyrkiel@ifrs.org) by email or post. The deadline for receipt of the proposal is 5pm 21 December 2017. No tender will be opened prior to this deadline so please make all correspondence clearly identifiable.

We would be grateful if you could confirm your willingness to participate in the selection process, and your ability to meet the stated submission date, by 15 December 2017 by email to Thomas Hyrkiel (thyrkiel@ifrs.org).

Yours sincerely

Rick Russell
Director of Business Development