

**Request For Information**

**Provision of Online Assessment Portal**

**RFI Return Date: 22 December 2017**

**November 2017**

**The Procurement Department on behalf of the IFoA**

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# Structure of Request for Information (RFI) Document

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# BACKGROUND

* 1. **The IFoA**

## The IFoA

The IFoA is a professional body representing the interests of over 30,000+ actuaries (our members) based in the United Kingdom and overseas. Actuaries provide commercial, financial and prudential advice on the management of assets and liabilities – especially where long-term management and planning are critical factors. The expertise of actuaries is widely recognised by Governments, business and other professionals reflecting the major role actuaries play in finance related legislation.

The IFoA employs approximately 160 members of staff based in 6 divisions: Office of the Chief Executive, Operations, Engagement & Learning, Public Affairs & Research and General Counsel across 6 sites in Edinburgh, London, Oxford, Singapore, China and Hong Kong.

## The role of actuaries

Actuaries provide commercial, financial and prudential advice on the management of a business’s assets and liabilities, especially where long term management and planning are critical to the success of any business venture. They also advise on social and public interest issues.

As members of the IFoA, actuaries may have a statutory role in the supervision of pension funds and life insurance companies. They also have a statutory role to provide actuarial opinions for managing agents at Lloyd’s. These are also the areas in which the quantitative work done by actuaries has rarely, if ever, faced competition from others.

The relationship between assets and liabilities – the need for capital and whether it is being invested appropriately to the liabilities taken on – is an integral part of the actuary’s work. Although this aspect of financial management is not reserved to actuaries, very few people outside the profession compete with actuaries in this area. Actuaries also work as investment managers, analysts and advisers, competing with individuals from other disciplines.

## The IFoA

The IFoA is the only UK chartered professional body that educates, develops and regulates actuaries both in the UK and internationally. In accordance with our Royal Charter, we aim to further actuarial science and to serve the public interest. Our membership is just over 28,000 of which over 40% of members are based overseas and 70% are under the age of 40 years. Key growth areas are China, SE Asia, India, Africa and latterly, the Gulf. Our core undertaking to our members is to provide equivalence of service to all members no matter where they are based.

Like most professional bodies, the IFoA has the twin roles of representing members to external stakeholders and regulating members for the benefit of the outside world. Key features of our work include:

• Regulation of members in terms of ethical standards

• Education of new entrants who wish to become actuaries and provision of continuing professional development for existing actuaries

• Co-operation with employers, business, government, regulators and other professions

• Innovation through research and debate, to further actuarial science

• promotion of actuarial-related issues, including enterprise risk management, finance and investment, general insurance, health and care, life insurance, mortality and pensions.

# 3. RFI PROCESS

**3.1** RFI must be returned no later than **22 December 2017 by 17:00** and be clear, concise and formatted as follows:

* Language: English (UK)
* Financial: all financial information or data forming part of any RFI submission must be submitted in or converted to pounds sterling, inclusive of VAT

Any RFI submission received after the RFI Return Date may not be considered by the IFoA.

* 1. **Timetable**

The Estimated Timetable for the RFI is as follows;

|  |  |
| --- | --- |
| **RFI Return Date** | **22 December 2017** |
| Supplier Feedback | **January 2018** |

The Estimated Timetable will be kept under review and updated from time to time as necessary. You should note and comply as relevant with the key dates in the process contained in the Estimated Timetable. The IFoA attaches considerable importance to achieving this timetable.

* 1. **Confirmation of Submission**

If you intend to make a submission to this RFI, please send a confirmation email to Procurement@actuaries.org.uk with your intentions prior to the submission deadline.

# RFI CONDITIONS

* 1. **Right to cancel or vary the process**

The IFoA reserves the right to:

* cancel, abandon and/or withdraw from the contract opportunity and procurement process at any time and, therefore, not proceed with this project or award any contract connected to the project; and/or
* require you to clarify your RFI submission in writing and/or provide additional information as the IFoA may reasonably require.

The IFoA reserves the right to issue supplementary documentation at any time during the RFI process. All such further documentation issued by the IFoA shall supersede any part of this document to the extent indicated.

The IFoA is in no way committed to accepting any RFI submission.

* 1. **Right to reject and/or disqualify**

The IFoA reserves the right not to consider your RFI submission for acceptance where:

* the RFI submission is submitted late, is completed incorrectly, is incomplete or fails to meet the IFoA’s submission requirements; and/or
* there is a change in identity, control, financial standing or other factor affecting you; and/or
* the information provided by you in your RFI submission is false, misleading or incorrect.
	1. **Costs and Expenses**

You are solely responsible for your costs and expenses incurred in connection with the RFI process, preparation and submission of the RFI submission, conduct of any subsequent clarification or any other aspect of this RFI process.

* 1. **Conflicts of Interest**

The IFoA wishes to avoid or reconcile any conflicts of interest which may compromise its obligations to conduct an open and transparent competitive process. You must, therefore, ensure that participation in the RFI process does not in any way compromise the IFoA’s objectives in this regard.

If in doubt, the IFoA will ask that you declare potential conflicts of interest as soon as a possible and inform the IFoA of the measures it intends to put in place to avoid or reconcile it occurring.

The IFoA will seek to agree any measures that are necessary to avoid or reconcile any conflict of interest or potential conflict of interest. In the event that an agreement cannot be reached, you may have to withdraw from the procurement process.

* 1. **Confidentiality**

You agree to keep the contents of this document confidential and any and all further information as may be provided. The information provided may be made available to your employees and professional advisers directly involved in tendering to the IFoA (who must also be made aware of the obligation of confidentiality) but shall not be copied, reproduced, distributed or otherwise made available to any other party in any circumstances without the prior written consent of the IFoA, nor may it be used for any other purpose other than that for which it is intended.

It is your responsibility to develop your RFI submission to ensure that the requirements of this document are fully satisfied.

The content of any RFI submission, or any other information provided by potential or actual tenderer in the course of procuring for any contract, or in the course of their subsequent appointment, may be disclosed by the IFoA to its employees, volunteers, working groups, committees, professional advisers or other regulatory bodies.

* 1. **Canvassing and Collusion**

Except as provided in this document, you shall not approach staff of the IFoA with a view to providing information or clarification in respect of any part of their RFI or proposals or attempting to support or enhance their prospects of being appointed as a successful actual or potential tenderer.

* 1. **Publicity**

There must be no publicity by you regarding the project or the future award of any contract unless the IFoA has given express written consent to the relevant publicity.

* 1. **Sub-contracting**

Please set out in your RFI submission if you intend to use sub-contractors to deliver any contract. You shall be fully responsible for all sub-contractors and must ensure all relevant terms and conditions are applied within any relevant sub-contract. For the avoidance of doubt, this includes the obligation of confidentiality.

* 1. **Jurisdiction and Governing Law**

The laws of England and Wales shall be applicable. The courts of England and Wales shall have exclusive jurisdiction in relation to any disputes arising from this document.

# COMPLETION AND SUBMISSION REQUIREMENTS

* 1. **Clarifications**

Any questions (commercial or technical) about this initiative or the terms of this document should be submitted in writing, email acceptable to:

**By e-mail:** **procurement@actuaries.org.uk**

**Institute and Faculty of Actuaries**Park Central,

40 Park End St,

Oxford

OX1 1JD

The IFoA shall issue the response to any clarification to all other actual or potential tenderer, unless it is of a private nature and not relevant to other tenders. The IFoA will endeavour to respond to questions within 5 working days.

You may be required by the IFoA to provide additional information supplementing or clarifying its RFI in order for the IFoA to evaluate RFI submissions. If so required, potential tenderers are asked to respond within 5 working days of a request. Failure to respond to any request may result in your RFI submission being rejected.

* 1. **Content of RFI submission**

Each RFI must consist of the following:

* Completed RFI Criteria Questions list in Appendix 1
* [**Insurances;**](#_APPENDIX_5_–) to provide copies of Employers Liability and/or Professional Indemnity Insurance in respect of its staff engaged directly or indirectly in the performance of this contract.
	1. **Submission of RFI**

An electronic copy of the RFI submission must be issued as an editable MS Word file, to: procurement@actuaries.org.uk

Any queries concerning this document must be addressed by email to:

procurement@actuaries.org.uk

The IFoA recommends that a virus check be conducted before installing any copies of this document and it will not accept any responsibility for any loss or damage arising from loading this document.

The IFoA reserves the right to modify this document at any time prior to the closing date for receipt of clarification requests.

RFI submissions must be returned no later than **17.00 hours (GMT) on 22 December 2017.**

# Appendix 1- RFI Criteria Questions

**Please provide a detailed response to all of the following questions:**

|  |  |  |
| --- | --- | --- |
| 1. | Full name of organisation  |  |
| 2. | Number of years trading under this name? |  |
| 3. | Contact e-mail address |  |
| 4. | Registered Office Address and company number |  |
| 5. | Does your organisation pay its staff the living wage?  | Yes/No |
| 6. | Number of full time equivalent staff? |  |
| 7. | Turnover for past 3 years. |  |
| 8. | Please outline your proposed solution(s) and how it will meet our specification, stating if it will be ‘off the shelf’ or bespoke. |  |
| 9. | What support services can you provide for your solution(s)? |  |
| 10. | Please detail your security arrangements around the assessment and ensuring correct candidate etc.  |  |
| 11. | Please provide details on the key features of the proposed solution. |  |
| 12. | Please provide a high level estimated cost of your solution as per the requirements of the specification. Including any implementation and ongoing costs. |  |
| 13. | What is your background in providing these solutions, specifically to educational providers like the IFoA? |  |
| 14. | Is your solution compatible with Windows and Apple products? |  |
| 15. | What is your estimated timeframe for implementation and testing? |  |

**Note:-** we would request that the answers to any of the questions above, where further comment is invited, be restricted to a maximum of **600 words**.

# Appendix 2 – Specification

Please download Specification Document file made available on the website.

<https://www.actuaries.org.uk/tender-opportunity-institute-and-faculty-actuaries-ifoa>