

INVITATION TO TENDER

Design, Build and Delivery of a New Website

Institute of Food Science and Technology (IFST)

Registered Charity No. 1121681 · Company No. 930776

Reference:	ITT-IFST-WEB-2026
Date issued:	14 August 2026
Submission deadline:	5:00pm, Friday 28 August 2026
Contact:	Bobby Edge-Partington, Head of Knowledge, Learning and Communications – r.edgepartington@ifst.org

1. About IFST

The Institute of Food Science and Technology (IFST) is the leading independent professional body in the UK for people working in the food and drink sector. IFST supports its members across industry, academia, government and research through professional recognition, technical resources, events, training and policy engagement.

In 2025, the Institute was awarded the Royal Charter by the Privy Council. The Institute is making the transition to become the Chartered Institute of Food Science and Technology (CIFST), marking a new era after over sixty years since incorporation.

IFST is a registered charity (No. 1121681) and a company limited by guarantee (No. 930776).

2. Background and Purpose of this Tender

IFST's current website, www.ifst.org, is built on Drupal 7. Drupal 7 reached end of community support in January 2025 and no longer receives security updates. IFST has therefore taken the decision to replace the current site in full, rather than migrate or refresh it, and is seeking a suitably experienced digital agency or web development partner to design, build and deliver a new website from the ground up.

This document sets out the background, requirements, evaluation process and submission instructions for prospective suppliers ("Suppliers") wishing to tender for this work.

3. Project Objectives

- Replace the current Drupal 7 site with a secure, modern and maintainable platform.
- Deliver a professional, contemporary look and feel that reflects IFST's standing as the UK's leading professional body for food science and technology, and upcoming transition to be the Chartered Institute of Food Science and Technology.
- Improve usability, navigation and search for members, prospective members and the public.
- Enable reliable integration with IFST's existing systems, including its membership CRM and identity/authentication provider.
- Support secure, member-only areas for designated content and resources.
- Ensure the site is fully responsive and performs well across all common devices and screen sizes.
- Provide a scalable foundation that can support IFST's affiliated initiatives going forward.

4. Scope of Requirements

4.1 Functional Requirements

- Full redesign and rebuild of www.ifst.org - this is not a like-for-like migration.
- Mobile-friendly, fully responsive design.
- Strong, accurate site search functionality.

- Secure member area, with the ability to restrict specified pages, resources and content to logged-in members only.
- Ability to embed and manage video content throughout the site.
- Modern, professional visual design.
- Navigation that supports a broad and deep site structure (see Section 4.3).

4.2 System Integrations

The new website must integrate with the following existing IFST systems and platforms. Suppliers should set out their proposed approach to each integration, including any known constraints, risks or dependencies.

- Oomi: IFST's membership CRM, used to manage member records, subscriptions and access permissions.
- MiniOrange: IFST's identity/single sign-on (SSO) provider, used to authenticate member logins.
- Love Food Love Science: an existing IFST-affiliated micro-site, to be linked with the new site.
- Ecotrophelia: an existing IFST-affiliated micro-site, to be linked with the new site.

4.3 Site Structure

An indicative wireframe of the required site structure is available here: [IFST New Website Wireframe \(Miro\)](#).

This wireframe shows the top-level structure only. The final site contains substantially more depth below the levels shown, which will be finalised with the appointed Supplier during the discovery phase.

4.4 Design Requirements

- A contemporary, professional visual identity consistent with IFST's brand guidelines (to be shared with the appointed Supplier).
- An accessible, user-friendly design suitable for a broad membership spanning industry, academia and students.

5. Technical Considerations

- Proposed approach to content audit and migration from the existing Drupal 7 site.
- Recommended hosting arrangements for the new platform.
- Approach to accessibility: IFST's preference is for the new site to meet WCAG 2.2 AA as a minimum.
- Proposed arrangements for ongoing support and maintenance following launch.

6. Budget

IFST's budget for this project is as follows. Figures are exclusive of VAT unless stated otherwise. This is a maximum, not a target. Suppliers should provide a detailed, itemised cost breakdown within this envelope.

Item	Budget
Design, build and delivery of new website (one-off)	Up to £40,000
Ongoing annual maintenance and hosting	£10,000 - £14,000 per annum

7. Indicative Timeline

The following timeline is indicative and subject to confirmation.

Milestone	Date
ITT issued	14 August 2026
Deadline for clarification questions	21 August 2026
Submission deadline	28 August 2026
Shortlisting and interviews	September 2026
Contractor appointed	September 2026
Discovery and planning	Q4 2026
Design and build	Q1 - Q2 2027
Testing, content migration and training	Q2 2027
Go live	Q2 - Q3 2027

8. Evaluation Criteria

Submissions will be evaluated on a balanced basis: 50% quality and 50% price.

Criteria	Weighting
Quality (total)	50%
– Technical approach and methodology	15%
– Relevant experience and portfolio (incl. CRM/SSO integrations, membership sites)	15%
– Team and resourcing	10%
– Project management approach and timeline realism	5%
– Post-launch support offer	5%
Price (total)	50%

9. Submission Requirements

Suppliers should provide a written proposal covering the following:

- Company overview and relevant experience, including case studies or a portfolio (ideally including membership organisations or comparable CRM/SSO integrations).
- Proposed technical approach and methodology.
- Proposed project plan and timeline, against Section 7.
- Team structure and relevant CVs.
- Itemised cost breakdown, covering both the one-off build and ongoing annual maintenance, against Section 6.
- Details of the proposed CMS/platform.
- Approach to accessibility and testing.
- References from at least two comparable clients.
- Confirmation of ability to meet the timeline set out in Section 7.

10. Submission Instructions

- Deadline: 5:00pm on Friday 28 August 2026.
- Format: submissions should be provided as a PDF.
- Submission and queries: all submissions and clarification questions should be directed to Bobby Edge-Partington, Head of Knowledge, Learning and Communications, at r.edgepartington@ifst.org
- Late submissions will not be considered.

11. General Terms and Conditions

- IFST reserves the right to reject any or all tenders without providing reasons.
- IFST is not liable for any costs incurred by Suppliers in preparing their submission.
- All information contained within this ITT and any accompanying materials is confidential and must not be disclosed to third parties.
- IFST shall be under no obligation to accept the lowest priced or any tender.
- IFST reserves the right to seek clarification from any Supplier at any stage of the process.
- This ITT does not constitute an offer or contract. A contract will only come into effect upon signature by both parties.