

The Education Endowment Foundation (EEF) is an independent charity dedicated to breaking the link between family income and educational achievement, by providing schools with evidence on effective practice to support educational attainment. To achieve this, we synthesise and commission robust research evidence on educational practice. To date we have funded over 200 large-scale randomised control trials (RCTs) involving more than 14,000 schools, nurseries and colleges. We then work to disseminate this evidence to ensure impact. 70% of school leaders say they use EEF evidence to inform their decision-making.

The EEF was established as a registered charity in 2011 with a founding grant of £125 million from the Department for Education, to be expended within 15 years on its grant-making and other activities. In addition to generating investment returns on this endowment, the EEF actively seeks to partner with other funders to help extend the reach of its work. In 2022, the EEF was granted a further £137m by the Department for Education to re-endow the organisation and enable its continuing work for at least a further decade.

EEF Mission Statement

Giving every child – whatever their socio-economic background or where they go to school – access to great teaching is one of the most powerful levers we have for change. Using evidence – looking at what has and hasn't worked in the past – puts us in a great position to do this.

We support schools, nurseries and colleges to improve teaching and learning for two – 19-year-olds through better use of evidence.

This invitation to tender:

- Sets out the overall timetable and process for the procurement of tenders.
- Provides tenderers with sufficient information to enable them to submit a compliant tender.
- Sets out the award criteria and the tender evaluation model that will be used to evaluate the tenders.
- Explains the administrative arrangements for the receipt of tenders.

Purpose and scope

We are seeking to appoint an experienced Internal Audit service provider to review our risk management controls and governance requirements.

The purpose of the audit is to provide independent and objective assurance and advisory service to our CEO, Audit Committee, Senior Management, and the Board of Trustees that adds value and improve our charity operations and compliance with rules and regulations and risk management.

Specification

This is a minimum of three-year contract that would require a three-year audit strategy and plan that underpins the audit plan for each year. Every year we expect the internal audit plan to cover four key identified risk. We would expect our internal auditors to conduct a follow-up of the recommendations made previously each year.

Value of the contract

We expect the cost of the internal audit to be £20,000 + VAT per year and expect the costs to remain stable over the three-year duration.

Contract Term

The contract term will be three years minimum from 2025 to 2028 with an audit plan strategy for 2025/2026, 2026/2027 and 2027/2028.

Timeline

This procurement will follow a clear, structured and transparent process to ensure a fair and level playing field is maintained at all times, and that all Tenderers are treated equally.

The key dates for this procurement are currently anticipated to be as follows:

- Tender opening: **5th August 2024**
- Deadline for requesting clarifications: - **19th August 2024**
- Target deadline for responding to requests for clarification: **30th August 2024**
- Close of tender: **5th September 2024 at 10am**
- Reference checks: **2nd September to 6th September 2024**
- Evaluation of tenders: **9th September 2024**
- Interviews with Trustees: **17th September between 15.30 -17.30**
- Due diligence: **1st October 2024**

Contract award

The EEF may award the contract on the basis of a tender submitted in accordance with the instructions below.

The contract award is subject to the formal approval process of the EEF. Until all necessary approvals are obtained, all due diligence checks satisfactorily completed and the standstill period completed, no contract will be entered into.

Once the EEF has reached a decision in respect of a contract award, it will notify all tenderers of that decision and provide for a standstill period before entering into any contract.

Tender Completion Information

All documents comprising the tender must be completed and sent to procurement@eefoundation.org.uk by **2nd September 2024 at 10am** (the "Deadline") using reference '**Internal Audit tender 2024**'

The following requirements must be adhered to when submitting Tenders:

- The pages of the tender documents must be numbered sequentially as "Page [x] of [xx]" and include the date and title of the document on each page of the main body.
- Any additional pre-existing material which is necessary to support the tender should be included as schedules with cross-references to this material in the main body of the tender. Cross-references to this tender should also be included in the tender whenever this is relevant.
- Each tender must be uniquely named or referenced.
- A table of contents must be provided.
- A list of supporting material must be supplied.
- Two references including names and number to be contacted between 2nd September to 6th September 2024
- EDI and Sustainability policy

Note: That an interview with the Trustees is required between the dates of **17th September - 28th September 2024** as part of the tender process before an award is made.

The tender must be clear, concise and complete. The EEF reserves the right to mark a tenderer down or exclude them from the procurement if its tender contains any ambiguities, caveats or lacks clarity. Tenderers should submit only such information as is necessary to respond effectively to this ITT. Tenders will be evaluated on the basis of information submitted by the Deadline.

Submission of Tenders

Each tenderer must submit one tender. The tender must meet the EEF's minimum requirements, operate as a standalone tender and not be dependent on any other tender or any other factors external to the tender itself. That is, the tender must be capable of being accepted by the EEF in its own right.

Contract terms

The EEF is open to tenderers using their own form of contract. Terms that will/won't be acceptable to EEF are as follows:

1. We expect a fixed price structure for the services and for the fees to be agreed in advance with payment made in accordance with the progress of the recruitment.
2. Additional expenses expected (if any) to be agreed in advance.
3. Data protection and security: we expect you to have high standards of security over personal data in place.
4. Confidentiality clause to be included in the terms.
5. Use of third parties or subcontractors: we expect to have these agreed in advance of us signing the terms and that consent by the EEF to use third parties is sought first.
6. Termination clause: termination by either party to be possible with 1 month notice maximum.

Clarifications about the services or ITT

- Any clarifications relating to this ITT must be submitted to procurement@eefoundation.org.uk. The EEF will respond to all reasonable queries as soon as possible. All queries and responses will be dealt with by email only. If a tenderer wishes the EEF to treat a clarification as confidential and not issue the response to all tenderers, it must state this when submitting the clarification. If, in the opinion of the EEF, the clarification is not confidential, the EEF will inform the tenderer and it will have an opportunity to withdraw it. If the clarification is not withdrawn, the response will be issued to all tenderers.
- The deadline for receipt of clarifications relating to the services or this ITT is set out above.
- Tenderers are advised not to rely on communications from the EEF in respect of the services or ITT unless they are made in accordance with these instructions.

Expected output in tender proposal

The proposal submitted should include the following criteria which will be used to evaluate the tender submission:

- Full details of your company and range of services provided
- Experience of providing internal audit to other grant giving charities
- Desirable: experience of providing internal audit to charities with an endowment
- Details of two charities who could be contacted for references if required including about:
 - Evaluate and improve in a systematic and disciplined manner, the effectiveness of risk management, control and governance.
 - Details of the necessary skills, including skills to deal with non-financial aspects.
- Details of how your company ensures the delivery of a quality service
- Details of your overall audit approach and methodology
- Details of the estimated number of days required to carry out the audit for each of the four assignment topics each year
- Details, including experience and qualifications of senior staff who would be responsible for the internal audits

- An outline of your policy on Equality, Diversity and Inclusion and your sustainability approach.
- Any other relevant information

Evaluation criteria

Any contract awarded as a result of this procurement will be awarded on the basis of the offer that best aligns with the EEF’s investment mandate whilst also being economically advantageous to the EEF. The Award Criteria (**Award Criteria**) are:

- Alignment to EEF’s mission, including commitments to sustainability (50%)
- Technical quality 50%

Scores are arrived at following the application of the Evaluation Criteria (**Evaluation Criteria**) set out below to the tenderer's tender.

Tenderers are required to submit a tender strictly in accordance with the requirements set out in this ITT, to ensure the EEF has the correct information to make the evaluation. Evasive, unclear or hedged tenders may be discounted in evaluation and may, at the EEF’s discretion, be taken as a rejection by the EEF of the terms set out in this ITT.

The Tender Evaluation Model showing the Evaluation Criteria and the maximum scores attributable to them is set out below.

The method of scoring the quality evaluation questions will be in accordance with the following 6 point scale. The evaluation panel will use this to assign a score to each evaluation question response, which, following the group consensus marking, will then be multiplied by the respective question weighting to produce a weighted score for each evaluation question. Once the weighting to individual question responses have been applied the weighted scores will be added together to determine a final “Quality Score” out of 100.

In general terms, scores will be awarded that correspond with the descriptor for the relevant score, quality evaluation responses will score higher where they answer the question in full, address all the criteria within the question and are supported by contextual evidence to demonstrate knowledge, experience, capability, and/or capacity relevant to the award criteria. Lower scores will be given where the question has not been answered in full, all the criteria have not been satisfactorily addressed, and/or there is not relevant evidence to support the response leading the evaluation panel to identify omissions or concerns that could represent a risk to the delivery of the requirement as specified.

Scoring Scale

Assessment	Marks	Criteria
Excellent	5	The response answers the question in full, successfully meets all the criteria, and presents proposals that exceed or enhance the EEF’s requirement. Full and relevant evidence is provided to enhance the response. Demonstrates a comprehensive level of knowledge, experience, capability, or capacity and demonstrates that the Potential Provider can meet the requirement in full and to a high standard.
Good	4	The response answers the question in full and successfully meets all the criteria. Full and relevant evidence is provided to support the response. Demonstrates a good level of knowledge, experience, capability, or capacity and no concerns or omissions are identified.

Satisfactory	3	<p>The response answers the question and meets the criteria to a satisfactory standard but may lack some clarity or detail in how the proposed solutions will be achieved.</p> <p>Relevant evidence is provided to support the response. Lack of clarity and any missing evidence or detail is only minor.</p> <p>Demonstrates a satisfactory level of knowledge, experience, capability, or capacity and any concerns or omissions are not considered to represent a risk or could be reasonably resolved.</p>
Poor	2	<p>The response does not answer the question in full and either satisfies only some of the criteria or exhibits omissions regarding meeting the criteria.</p> <p>Some evidence is provided to support the response but is lacking in sufficient detail in one or more areas.</p> <p>Demonstrates a lack of knowledge, experience, capability, or capacity and presents concerns or omissions that are considered to represent a risk or would have an impact on service delivery that would require significant external intervention to manage or resolve.</p>
Very Poor	1	<p>The response does not answer the question and either fails to meet a number of criteria or exhibits clear and significant omissions with regard to meeting the criteria.</p> <p>Inadequate or no supporting evidence has been provided to support the response.</p> <p>Demonstrates a lack of knowledge, experience, capability, or capacity and presents significant concerns or omissions that are considered to represent an unacceptable level of risk and/or would have a detrimental impact on service delivery.</p>
Unacceptable	0	<p>The response is absent or incomplete and/or the proposals are not relevant to the EEF's requirements. The response does not meet the EEF's requirements.</p>

The proposals will be assessed based on the following criteria:

Evaluation criteria	Weighting
<p>1. Fee levels and cost:</p> <ul style="list-style-type: none"> • Delivery of our needs at a competitive rate. • Provision of the required level of service within the budget. 	<p>Scored out of 5 <50% weighted to criteria></p>
<p>2. Experience:</p> <ul style="list-style-type: none"> • proven experience managing internal audits. • Tailoring of the proposal to the EEF • Experience with grant-making charities for internal audits. • Experience with endowments / investments. 	<p>Scored out of 5 <50% weighted to criteria></p>
Total	Maximum score 50

Mandatory criteria (pass/fail)

The provider tendering must be familiar with:

- Section 39 funded organisations and Service agreement requirements
- The Charities Act 2009 and subsequent regulations
- Statement of recommended practise for charities (SORP FRS 102)
- Charities Regulator's Governance Code

Any breach of the following laws, regulation and guidance would result in a Fail

- Equality Act 2010, the Modern Slavery Act 2015 and the Human Rights Act 1998
- Data Protection Act 2018
- Bribery Act 2010
- The Accounts and Audit Regulations 2015
- EDI compliant
- Commitment to sustainability

Clarifications about the contents of a tender

The EEF reserves the right (but is not obliged) to seek clarification of any aspect of a tenderer's tender during the evaluation phase where necessary for the purposes of carrying out a fair evaluation. Tenderers are asked to respond to such requests promptly. Vague or ambiguous answers are likely to score poorly or render the tender non-compliant.

Disclaimer

While the information contained in this ITT is believed to be correct at the time of issue, neither the EEF, its advisors, nor any other awarding authorities will accept any liability for its accuracy, adequacy, or completeness, nor will any express or implied warranty be given. This exclusion extends to liability in relation to any statement, opinion or conclusion contained in or any omission from, this ITT (including its appendices) and in respect of any other written or oral communication transmitted (or otherwise made available) to any tenderer. This exclusion does not extend to any fraudulent misrepresentation made by or on behalf of the EEF.

If a tenderer proposes to enter into a contract with the EEF, it must rely on its own enquiries and on the terms and conditions set out in the contract (as and when finally executed), subject to the limitations and restrictions specified in it.

Neither the issue of this ITT, nor any of the information presented in it, should be regarded as a commitment or representation on the part of the EEF (or any other person) to enter into a contractual arrangement.

Although it is intended that the remainder of this process will take place in accordance with the timetable set out in this document, the EEF reserves the right to terminate, amend or vary the procurement process at any time.

Confidentiality

All information supplied by the EEF to tenderers (including this ITT and all other documents relating to the procurement), whether in writing or orally, is supplied on condition that it (including the fact that the tenderer has received this ITT) be kept confidential by the tenderer; it must not be copied, reproduced, distributed or passed to any other person at any time (except to professional advisors, consortium members or subcontractors for the sole purpose of enabling the tenderer to submit a tender) unless the information is already in the public domain.

Tenderer conduct and conflicts of interest

Any attempt by tenderers or their advisors to influence the contract award process in any way may result in the Tenderer being disqualified. Specifically, tenderers shall not directly or indirectly at any time:

- Devise or amend the content of their tender in accordance with any agreement or arrangement with any other person, other than in good faith with a person who is a proposed partner, supplier, consortium member or provider of finance.
- Enter into any agreement or arrangement with any other person as to the form or content of any other tender or offer to pay any sum of money or valuable consideration to any person to effect changes to the form or content of any other tender.
- Enter into any agreement or arrangement with any other person that has the effect of prohibiting or excluding that person from submitting a tender.
- Canvass the EEF or any employees or agents of the EEF in relation to this procurement.
- Offer, promise or give any person working for or engaged by the EEF a financial or other advantage as an inducement or reward for any improper performance of a function or activity relating to this procurement.
- Attempt to obtain information from any of the employees or agents of the EEF or their advisors concerning another tenderer or tender.

Tenderers are responsible for ensuring that no direct or indirect conflicts of interest exist (whether personal, financial or otherwise) between the tenderer, its employees and advisors, and the EEF, its employees and advisors. Tenderers must prevent, identify and remedy any conflicts of interest within their group structures and within consortium or subcontracting arrangements which may result in any distortion of competition. Any tenderer who fails to comply with these requirements may be disqualified from the procurement at the discretion of the EEF.

The EEF's rights

The EEF reserves the right to:

- Waive or change the requirements of this ITT from time to time without prior (or any) notice being given by the EEF.
- Seek clarification in respect of any part of a tenderer's submission.
- Request tenderers to submit, supplement, clarify or complete relevant information or documentation where it appears to be incomplete, erroneous or missing.
- Disqualify any tenderer that does not submit a compliant tender in accordance with the instructions in this invitation to tender.
- Disqualify any tenderer that is guilty of serious misrepresentation or of negligently providing misleading information in relation to its tender, expression of interest, the SQ or the tender process.
- Reject a tender that is abnormally low.
- Not award a contract to the tenderer submitting the most economically advantageous tender where it has established that the tender does not comply with applicable obligations in the fields of environmental, social and labour law established by national law.
- Withdraw this invitation to tender at any time, or to re-invite tenders on the same or any alternative basis.
- Choose not to award any contract as a result of the current procurement process or to abandon that process.
- Make whatever changes it sees fit to the timetable, structure or content of the procurement process, depending on approvals processes or for any other reason.

Tender costs

The EEF will not be liable for any tender costs, expenditure, work or effort incurred by a tenderer in proceeding with or participating in this procurement, including if the procurement process is terminated or amended by the EEF.

Briefing notes for the provider – Invitation to tender for Internal Auditor for the EEF

On request, we can provide current 3-year internal audit plan.

EEF personnel involved in the appointment of the contract

Anne-Laure Bedouet – Director of Finance and Operations

Kirti Patel – Office Manager

Contact email: procurement@eefoundation.org.uk

Our website is: www.educationendowmentfoundation.org.uk