

# Request for quotation



**Request for Quotation**

**RFQ135**

**External Audit**

**Issued 16th December 2020**

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## CONFIDENTIALITY STATEMENT

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Thank you for your consideration, City College Plymouth.

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## OPEN PROCEDURE

The College fully adheres to the requirements of the Public Contracts Regulations 2015, including for opportunities which are under threshold amounts.

Any Contractor who directly or indirectly canvasses any Member or Officer of the Institution, or advisor concerning the award of the contract for the provision of the services, or who directly or indirectly obtains or attempts to obtain information from any such member or Officer concerning any Tender or proposed Tender for the service will be disqualified from having his/her Tender considered.

## SUBMISSION DETAILS

### SUBMISSION DEADLINES

All submissions for responding to this Request for Quote must be submitted via email as stated below, no later than:

**Monday 15<sup>th</sup> January 2021**

**12:00 Noon**

Any submissions received after this date will not be considered.

### SUBMISSION QUESTIONS AND CLARIFICATIONS

You may contact the following person if you have any questions or require clarification on any topics covered in this Request for Quotation: by 8<sup>th</sup> January 2021.

**Carol Williams**

Procurement Officer

Phone: 01752 856 809

Email: [tenders@cityplym.ac.uk](mailto:tenders@cityplym.ac.uk)

All correspondence during the Tender should be channeled via the Procurement Officer using the above details only. Bidders found to have gained an unfair advantage shall be disqualified from the current opportunity and future opportunities with the College for a minimum of four (4) years.

### ELECTRONIC SUBMISSIONS

Electronic submissions in response to this Request for Quotation are required and must meet the following criteria:

Sent via email to: [tenders@cityplym.ac.uk](mailto:tenders@cityplym.ac.uk)

Document standards:

- Text must be in Microsoft Word format;
- Price tables must be in Microsoft Excel format (using pricing schedule in Appendix A);
- Main written response in the form of Method Statements Appendix F

- Supportive evidence may additionally be submitted in PDF format;
- Images, Designs, and other supporting evidence may be in either JPEG or PDF format
- Completed Appendix C Suitability Assessment & Selection Questionnaire (Including Mandatory & Discretionary Exclusions) Parts 1, 2 and 3. - *Please note this suitability assessment will not be viewed unless you are the winning tenderer. Failure at this stage may prevent the contract from being awarded.*
- Signed Agreement Acceptance and Declaration.

*Please note that the College is able to accept submissions sent in a compressed or “.zip” file format, so long as the files contained meet the standards described above.*

**WARRANTY:**

By submitting your tender bid, you are warranting to the College that you have not breached our canvassing or soliciting clause.

If any successful tenderer awarded a contract is found to have provided an inaccurate warranty, then the College reserves the right to terminate the awarded contract with immediate effect and re-tender the contract from which the successful tenderer will be excluded from re-bidding and shall be disqualified from any future opportunities for a period of four years.

## INTRODUCTION AND EXECUTIVE SUMMARY

City College Plymouth is inviting selected organisations to tender for the provision of an External Audit Service for the College. These Services cover City College Plymouth (entity), Achievement Training Ltd (ATL) (entity) and the consolidated group.

The External Audit Service provided by the successful Service Provider will be responsible for forming an independent opinion on the accounts and other financial statements which are to be laid before the Governing Body. Their report will state whether, in their opinion, the financial statements give a true and fair view of the financial position of the Institution of each year.

The External Auditors may be asked from time to time to provide additional services beyond the scope of the external audit. Where applicable, these will be the subject of separate agreement. However, there is no obligation on the College to utilise the services of the External Auditors for these additional services.

The anticipated value of the supply contract will exceed £25,000 over the course of the contract. Therefore, as per the Public contracts Regulations 2015 the opportunity will be advertised on the government portal ‘Contracts Finder’.

## BUSINESS OVERVIEW & BACKGROUND

City College Plymouth has a learning environment and organisational culture that impacts positively on the health, wellbeing and sustainability of our community and enables all of our students and staff to achieve their full potential.

The College operates on two sites within the city, serving 11,000 students and employing over 700 staff. The College operates year round, with opening times from 0800-2100 on some days.

### OUR VISION

To be the learning destination of choice

### OUR CORE VALUES

Respect, ownership, integrity for all

### OUR CULTURE

Nurturing a passion for teaching and learning

Enriching our community through knowledge, experience and skills

Enabling every student to be the best that they can be

### BACKGROUND

City College Plymouth is one of the largest providers of innovative, technical and professional, education in the South West with a national reputation for promoting enterprise, employability and science, technology, engineering and mathematics (STEM). The College plays a central role in the educational, cultural and economic life of the region and works with strategic partners to facilitate growth, raise aspirations and foster wealth creation.

The College has been awarded the Teaching Excellence Framework Gold award for its university-level provision and its most recent Ofsted inspection findings were that the College continues to be 'Good' and safeguarding is effective. The College obtained a 93.9% satisfaction rate in the Government's national 'FE Choices employer satisfaction survey 2019/20 - placing us third in the country for general further education colleges.

City College supports the region's employers with their award-winning Apprenticeship provision, as well as providing a range of courses and bespoke training programmes which enable employees to upskill or retrain to better support their business' requirements. Employer satisfaction rates are high at 89%.



City College Plymouth offers a wide range of academic and vocational courses in a variety of subjects. The total number of students supported by the College in 2019-2020 was 10,207 –comprising: 3,000 16-18 year old students, 1,400 apprentices, 573 higher education students of which 99 were international students and 5,200 adult learners.

## DETAILED REQUIREMENT

The target start date for the contract is 1 May 2021, to allow familiarisation and preparation for statutory audit for financial year ended 31 July 2021. The intention is to award the contract for an initial period of 3 years with the option to extend for a further period of 2 years. The proposed initial contract period is therefore, 1 May 2021 to April 2024. If the extension option is taken, the final end date will be no later than 30 April 2026.

The College reserves the right to cancel the contract at any time having previously given a minimum of 3 months written notice to do so, in the event of a breach of contract.

A detailed specification of requirements is outlined in Appendix E.

The College is keen to obtain additional value added as part of the contract. This should include any additionally you can provide for our student benefit, which could include work experience, student talks or workshops etc.

## METHOD STATEMENTS

Bidders are required to outline their offer by submitting detailed Method Statements following the criteria outlined in Appendix F.

Tenderers should be aware that these Method Statements will form a fundamental part of their Tender submission. For this reason, it is vital that the Method Statement is realistic and thorough, but does not contain promises as to levels of Audit Service that cannot be achieved or maintained.

Responses to each Method Statement question should be limited to 4 sides of A4. Attachments are permissible where these aid the understanding of the response e.g. establishment charts.

The method statements make up 40% of the overall score with the individual weightings under this section scored as per the table on page 10.

- Managing and resourcing the work (20%)
- Contract management (20%)
- Professional and technical ability (35%)

- Audit methodology and software (20%)
- Value added (5%)

The maximum score available from this section will be 400 (4 x 100). This will be multiplied by 0.40 to give the 40% weighting for this section.

## PRICING

Bidders should provide their pricing for each of the key products in Appendix A.

**Pricing should exclude VAT**, where it's applicable, and must be inclusive of all related charges.

Please state the fixed daily rate for each category of work.

A standard day is 7.5 working hours.

The daily rate must be fully inclusive and include all expenses such as travelling, parking, lunch, equipment, materials and disbursements etc. but exclusive of VAT.

The daily rate must incorporate costs for management/partner time for attending monthly and quarterly meetings and attending the Governance and Audit Committee (or similar) if required.

Travelling time shall on no account be paid to the Internal Audit Providers by City College Plymouth.

Please quote for ad-hoc work.

Prices should be firm and valid for at least the initial contract period (12 months) and not subject to increase or escalation of any kind throughout the contract.

## PRESENTATIONS

Shortlisted bidders will be invited to make a short presentation and answer questions to a panel to include members of the Audit committee. It is expected that these will take place via a zoom link, date and time to be confirmed.



## TIMESCALES

Action	Date
Tender Issued	16/12/2020
Deadline for Queries	08/01/2021
Tender Response Date	15/01/2021
Shortlisting of tenders	23/01/2021
Presentations	TBC
Award Date	15/02/2021
Implementation Date	01/05/2021

## SELECTION CRITERIA

The successful supplier will have provided the Most Economically Advantageous Tender (MEAT) to the college. It should be noted that the bidder with the lowest submitted prices will not necessarily be down-selected. All bidders will be notified via email of the results of the outcome no later than 90 days from the date of submission. The date of contract award will be provided within that email.

The marking criteria follows:

Category		Weight
<b>Price</b>		<b>60%</b>
<b>Quality</b>		<b>40%</b>
Quality Sub criteria		
Managing and Resourcing the Work	20%	
Contract Management	20%	
Professional and Technical Ability	35%	
Audit Methodology and software	20%	
Value Added	5%	

Please see table below for more details on the scoring method.

#### AWARD PRICE

Lowest quote price divided by quote price multiplied by 100 x 0.6 to give the 60% weighting.

#### METHOD STATEMENTS

Assessment	Score	Interpretation
<b>Excellent</b>	4	<i>Comprehensive response supported by examples Description fully supported by details that demonstrate the applicant's ability to provide the required services.</i>
<b>Good</b>	3	<i>Broad response supported by relevant examples. Description well supported by details that demonstrate the applicant's ability to provide the required services.</i>

<b>Satisfactory</b>	2	<i>Reasonable response supported by some evidence.</i>  <i>Description adequately supported by details that demonstrate the applicant's ability to provide the required services.</i>
<b>Poor</b>	1	<i>Limited response not well supported by evidence.</i>  <i>Description inadequately supported by details that demonstrate the applicant's ability to provide the required services.</i>
<b>Unacceptable</b>	0	<i>No response or insufficient information provided.</i>

## ASSESSMENT OF QUOTATIONS

Bidders must ensure that their quotation fully addresses all information requested within this RFQ document. Bidders must ensure that any quotation fully meets the specification required. The College reserves the right to discount any quotation which does not fully meet the specification.

The College reserves the right to seek clarification with bidders upon receipt of quotations.

## TERMS AND CONDITIONS

The College's normal business terms are 1-2 months from the date of invoice. Payment will become due subject to the above upon the College's full acceptance of the goods/services. This Request for Quotation and any resulting purchase order will be subject to the College's General Terms and Conditions of Purchase of Goods/Services – see Appendix B.

## VALIDITY

Bidder's offers should be open and valid for acceptance for a period of no less than ninety [90] days from the date of submission.

## FREEDOM OF INFORMATION ACT 2000

Under the Freedom of Information Act 2000 the College cannot guarantee that information provided by bidders during the course of this RFQ procedure or any

resulting contract will be held a confidential. The College will not routinely release information to interested parties unless required to do so in order to meet our statutory obligations.

### **GENERAL DATA PROTECTION REGULATION (GDPR) 2018**

All bidders must comply with the General Data Protection Regulation (GDPR) 2018 in respect of using and processing personal information. Bidders must have in place technical and organisational safeguards to protect personal data from unauthorised use, disclosure or loss.

The College reserves the right to request a copy of your privacy statement if you are the successful bidder.

### **AGREEMENT CONDITIONS ACCEPTANCE AND DECLARATION**

Bidders are required to sign and return the attached Agreement Conditions Acceptance and Declaration. Appendix D

### **SUPPORTING DOCUMENTATION**

Appendix A: Pricing Schedule

Appendix B: City College Plymouth Standard Terms & Conditions

Appendix C: Suitability Assessment & Selection Questionnaire

Appendix D: Agreement Conditions Acceptance and Declaration

Appendix E: Service Requirements

Appendix F: Customer Requirements Method Statement