

Request for quotation

Request for Quotation

RFQ134

Internal Audit

Issued 29th June 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:

15th July 2020

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 3rd July 2020.

Carol Williams

Procurement Officer

Email: 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

Document standards:

- Text must be in Microsoft Word format;
- Price tables must be in Microsoft Excel format (using pricing schedule in Appendix A);
- 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.
- Submission of your offer in the form of detailed method statements (Appendix F)

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 requires a Service Provider to provide an internal audit service in compliance with the Code of Audit Practice to conduct independent appraisal of the College's activities (excluding audits of academic provision), its financial systems and management controls.

The Internal Audit Service provided by the successful Service Provider will be responsible for providing assurance to the College's Governing Body on all financial

and related control arrangements, including business risk. As part of its function, the Service Provider will evaluate and report to management on the effectiveness of the systems and controls for which management are responsible.

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

BUSINESS OVERVIEW & BACKGROUND

The College operates on two sites within the city, serving 12,533 students and employing over 500 staff. The College operates year round, with opening times from 0800-2100 on some days.

OUR VISION ... IS WHERE OUR FUTURE LIES

We are a College with a national reputation for promoting enterprise, employability and science, technology, engineering and mathematics (STEM).

OUR MISSION ... IS WHAT WE FOCUS ON EACH AND EVERY DAY

To be the South West's leading provider of innovative, technical, professional education and training by supporting partnerships for growth, raising aspirations and fostering wealth creation

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 was awarded the Teaching Excellence Framework Gold award for its university-level provision and its most recent Ofsted inspection confirmed that the College continues to be 'Good' with outstanding features. The College was rated first in the South West and second nationally for student satisfaction in the latest FE Choices student satisfaction survey.

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. Their successful partnership working with the local business community resulted in a 99.5% satisfaction rate in the Government's national 'FE Choices

employer satisfaction survey 2016 to 2017' - placing them first in the country for general further education colleges.

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 is 12,533 – comprising of: 3,569 full-time students, including 765 higher education students and 179 non EU students; 8,964 part-time students; and 1,599 apprentices. The College also employs over 500 staff.

DETAILED REQUIREMENT

The target start date for the contract is the 1 September 2020. The intention is to award the contract for an initial period of 3 years with the option to extend on an annual basis for a further period of 2 years.

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 the service requirements is outlined in Appendix E.

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 will be 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 w/c 3 August 2020 and will be via a zoom link.

TIMESCALES

Action	Date
Tender Issued	29/06/2020
Deadline for Queries	03/07/2020

Tender Response Date	15/07/2020
Shortlisting of tenders	w/c 20/07/2020
Presentations	W/C 03/08/2020
Award Date	10/08/2020
Commencement Date	01/09/2020

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
Price		60%
Quality		40%
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.

WRITTEN SUBMISSION

Assessment	Score	Interpretation
Excellent	4	<i>Comprehensive response supported by examples Description fully supported by details that demonstrate the applicant's ability to provide the required services.</i>
Good	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>
Satisfactory	2	<i>Reasonable response supported by some evidence. Description adequately supported by details that demonstrate the applicant's ability to provide the required services.</i>
Poor	1	<i>Limited response not well supported by evidence. Description inadequately supported by details that demonstrate the applicant's ability to provide the required services.</i>
Unacceptable	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 Statements