

Rooftop Housing Group
Internal Audit Tender Clarification Log

Clarification Question	Question	Date Received	Response	Date Response Provided
1	Please advise if you would be available for a scoping call, so we can better understand you and your requirements?	13/06/2023	Yes happy to arrange scoping calls. Please email andrew.ledger@rooftopgroup.org to arrange a Teams call.	16/06/2023
2	In document A. Invitation to tender, regarding the presentation date, you state (on page 8, point 5.3.3) that the presentation will take place on 7&8 September. However, on page 9, point 7, you state w/c 21 August. Please can you confirm which is correct so we can ensure the availability of our team?	13/06/2023	Presentations are due to take place the w/c 21 August. Bidders will be notified in advance if this is likely to change.	16/06/2023
3	In document C. Bidder's response, regarding question 1.0, you ask for evidence of eligibility and familiarity with the Financial Reporting Council Practice. This relates to external audit, not internal audit. Please advise if you require a response of if this has been included in error?	13/06/2023	Thanks for highlighting. Reference to Financial Reporting Council Practice has now been removed from the tender.	16/06/2023
4	In document C. Bidder's response, regarding question 2.0, please could the word count be increased, in line with the score weighting, perhaps to 2,500 words?	13/06/2023	Word count amended to 2,500 words.	16/06/2023
5	We wanted to confirm whether Rooftop has a Professional Indemnity requirement?	16/06/2023	Yes Professional Indemnity is a requirement. We expect a minium of £1 million cover.	29/06/2023
6	In relation to Question 4 of the Bidders Response, do these elements relate to the provision and delivery of IA service to Rooftop, rather than the results of any findings arising from any audits conducted at Rooftop? For example for "How you will manage, mitigate, and report any associated risks" to confirm does this relate to risks in relation to how services delivered to Rooftop rather than Rooftop's own risks?	16/06/2023	Question 4 has been updated. Please refer to updated document in tender pack. How would you identify, verify and report on any risk that may be associated with a service area that is being audited. We recognise that audits are scoped to ensure focus but we would want assurance on how wider risks would be flagged if identified during an audit.	29/06/2023
7	Similarly for Q5 Business Continuity to confirm does this relate to how the supplier provides services to Rooftop or how does the supplier ensure Business Continuity?	16/06/2023	This is about the suppliers approach to Business Continuity. It therefore does relate to how the supplier can continue to provide services to Rooftop in the event of a business continuity incident	29/06/2023
8	In relation to document C. Bidder's response, regarding question 1.0, please advise if we are able to include CVs as a separate appendix?	19/06/2023	Yes CVs can be appended.	29/06/2023
9	Can I clarify: Document C Part 1 Business details asks for references of experience working for two registered providers. Does the "registered" insinuate that this contract is only open to providers who have worked with registered providers of social housing or would other related experience suffice?	21/06/2023	It is a primary requireriment that providers have worked with registered housing providers and therefore have excellent knowledge of the risks associated in the social housing sector.	29/06/2023
10	Could you advise if there is flexibility over the interview date (W/C 21st August) if shortlisted? Two key members of the current delivery team who are away on annual leave and we'd want the panel to see the team ideally.	19/06/2023	TBC	