



DETAILED TENDER RESPONSE

Internal Audit Services

Tenders must be received at the Association's Head Office no later than
12 noon, Friday, 24th April 2020

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1. Tender Response Details

1.1 The detailed tender response should include the following information using the same structure and numbering convention.

1.2 Audit Experience

The relevant experience of your firm and the experience of your staff, who will be responsible for providing audit services; specifically, CVs of senior staff such as the Audit Partner and Manager and supporting personnel.

1.3 Audit Approach & Methodology

An outline of a three-year internal audit programme which is considered appropriate for a housing association of Ark Housing's size and complexity.

An explanation of the internal audit approach that will be undertaken, including the company's policy in relation to maintenance of staff continuity involved in the Audit.

1.4 Housing Sector Knowledge

Present evidence that there is a detailed understanding of the social housing sector, complete with information on current issues and the possible impacts.

1.5 Input Required from Ark Housing

A clear outline of the input required from the Association's Board and staff.

1.6 Sample Report

Provision of a sample audit report to management and recommendation arising from an internal audit programme.

1.7 Other Services

Provide details of other services that your company may be able to offer to the Association.

1.8 Pricing

An outline of your fees, including expenses for the activities detailed below. Tenderers should note that the Association expects these rates to remain constant for the duration of the contract.

	Nos. of Days	Daily Rate (£)	Additional Daily Costs (£)	Total (£)
Assessment of Audit Needs				
Audit Fieldwork				
Audit Report				
Other (please specify)				

A detailed breakdown of the price including timescale and consultant days against personnel involved, daily rates, expenses and terms of business (daily rates should be inclusive of all expenses).

1.9 Current Clients

A list of the housing sector clients to which you currently provide internal audit services.

1.10 References

The names and contact details of two housing sector clients who Ark Housing can contact for a reference.

1.11 Insurance

Full details of your company's Professional Indemnity Insurance, including level of cover, any exclusions and renewal date.

1.12 General

Tenderers are asked to keep their responses and submissions succinct. Working files or papers produced during the contract will remain the property of the Association and must be handed over to the Association in the event of contract termination.

2. Evaluation Criteria

2.1 Detailed Tender Response

All tenderers will be evaluated using the following criteria and associated weightings

Criteria	Weighting
Quality Requirements	
Audit approach and methodology	10%
Understanding of the sector	10%
Sample report to Management	10%
Quantitative Requirements	
Cost	70%

The following criteria will be used to assess the tenders:

- Price 70%
- Quality 30%

If it is considered necessary by the selection panel, all successful tenderers will be invited for interview. Interviews will be an opportunity for the assessment panel to clarify elements of the tender response and not an opportunity to present new information.

Appendix A Marking Scheme

Detailed Tender Response

Criteria	Information Requested	Scoring (1-5)
Audit Approach	<p>Audit Methodology including but not limited to:</p> <ul style="list-style-type: none"> - understanding and analysing the business - determining the risk areas - analysing the processes and assessing controls - communicating results and monitoring follow-up actions - number of hours allocated to the assignment - number of visits for the Audit - interface engagement with internal audit provider 	Full marks will be awarded with a methodical approach to the Audit of Ark Housing
Understanding the Housing Sector	<p>Including but not limited to:</p> <ul style="list-style-type: none"> - demonstrates comprehensive understanding and knowledge of the requirements of the sector - demonstrates knowledge and understanding of the challenges faced when working with a diverse range of funder, clients and stakeholders - demonstrates knowledge and understanding of the need to balance the demands of increased legislation with the current funding climate - demonstrates understanding of the role of our funders, regulators and the Charity Commission for Northern Ireland. 	Full marks will be awarded to tenders that present a detailed understanding of the Social Housing sector complete with information on current issues

<p>Sample Report & Recommendation</p>	<p>Tenderers should provide a sample of a report to management and recommendation arising from an Internal Audit programme with relevance to a similar contract.</p> <p>Reports should consider the sector, the audience and be clearly formatted to act as a management tool for Ark Housing going forward</p>	<p>Full marks will be awarded for a sample report and recommendation that outlines the approach to an audit of this nature.</p>
<p>Cost</p>	<p>Tenderers are asked to provide a daily rate to undertake the audit. For evaluation purposes, an estimate of 10 days per year will be used to compare costs. All expenses and costs associated with providing the service must be included in the daily rate.</p>	

Appendix B Scoring System

To ensure consistency and equity the evaluation panel will assign scores for quality of response to the Stage 2 requirements based on the indicative scoring definitions below:

Quality Scoring System	Indicator
5	<ul style="list-style-type: none"> - indicates an excellent response to the criteria with no weaknesses - detailed supporting evidence is provided with thorough analysis, tailored specifically to the challenges of the brief. - no areas of weakness
4	<ul style="list-style-type: none"> - indicates a good response to the criteria with few weaknesses - supporting evidence and analysis have been provided to demonstrate the competence required
3	<ul style="list-style-type: none"> - indicates a compliant response to the criteria, but lacks specific information or analysis on some aspects to award a higher mark - strengths outweigh weaknesses
2	<ul style="list-style-type: none"> - indicates that the response to the criteria is limited in detail with some reservations - understanding of the requirement and ability to deliver not fully demonstrated. Medium risk that the proposed approach will not be successful - weaknesses and/or risks outweigh strengths
1	<ul style="list-style-type: none"> - indicates evaluation panel have major reservations about response to the criteria and there is insufficient detail to award a higher mark. - weaknesses far outweigh the strengths
0	<ul style="list-style-type: none"> - indicates the response fails to provide sufficient detail to allow the panel to assess the response against the criteria - an unacceptable response with serious deficiencies. High risk that the proposed approach will not be successful. - very limited evidence provided against the criteria

Cost Scoring System	Indicator
	The weighting for the cost is 70% - the following formula will be applied.
5	Lowest cost tendered will be awarded the maximum score available
1-4	To calculate cost scores for the remaining tender offers, the following formula will be applied. The lowest tendered price divided by the tenderers price multiplied by [%]
0	Where a zero cost or "no cost" offer is made this offer will be assigned a nominal penny value for assessment purposes only.