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Tender

Internal Audit Services

Shetland Islands Council

F02: Contract notice

Notice identifier: 2022/S 000-010765

Procurement identifier (OCID): ocds-h6vhtk-0330ab

Published 26 April 2022, 4:54pm

Section I: Contracting authority

I.1) Name and addresses

Shetland Islands Council

8 North Ness

Lerwick, Shetland

ZE1 0LZ

Contact

Colin Black - Procurement Manager

Email

contract.admin@shetland.gov.uk

Telephone

+44 1595744595

Country

United Kingdom

NUTS code

UKM66 - Shetland Islands

Internet address(es)

Main address

<http://www.shetland.gov.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00402

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

www.publiccontractsscotland.gov.uk

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

www.publiccontractsscotland.gov.uk

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Internal Audit Services

Reference number

G/5/22

II.1.2) Main CPV code

- 79212200 - Internal audit services

II.1.3) Type of contract

Services

II.1.4) Short description

The Contracting Authority is seeking to procure a comprehensive internal audit service including the role of Chief Internal Auditor/Chief Audit Executive for the Council and, on behalf of the Council, for the Integration Joint Board (IJB) and Zetland Transport Partnership.

Deliverables will include:

Assurance Mapping

Annual Internal Audit Plans

Annual Report and Audit Opinion

Audit Review Reports

Monitoring and follow up reporting on audit recommendations

Whistleblowing and fraud prevention

Support for the Council's Corporate Management Team and elected Members of the Council e.g. regarding Best Value requirements

Potential for additional ad hoc Investigating Officer and other services as required.

II.1.5) Estimated total value

Value excluding VAT: £1,200,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79212200 - Internal audit services

II.2.3) Place of performance

NUTS codes

- UKM66 - Shetland Islands

Main site or place of performance

Shetland Islands and as required by the contracting authority.

The contracting authority has hybrid working arrangements in place for some services.

II.2.4) Description of the procurement

The type of contract to be awarded is a contract for the provision of services to the Contracting Authority by a service provider.

The procurement is governed by the Public Contracts (Scotland) Regulations 2015 ("the Regulations") and Procurement Reform (Scotland) Act 2014. The procedure being followed is the Open Procedure in accordance with Regulation 28 of the Regulations.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Start date

1 August 2022

End date

31 July 2025

This contract is subject to renewal

Yes

Description of renewals

Options to extend are detailed in the Invitation to Tender.

The contract may be extended at the option of the Contracting Authority for a period or periods not exceeding 24 months.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions

The service provider must demonstrate compliance with Public Sector Internal Audit Standards (PSIAS) or equivalent.

III.1.2) Economic and financial standing

List and brief description of selection criteria

Details of business structure and ownership.

Minimum level(s) of standards possibly required

Three years accounts and business reports for the contracting entity;

A current bank reference report at a minimum value of 240,000 GBP;

Evidence of current Employers Liability and Public Liability Insurance at a minimum value of 10,000,000 and 5,000,000 Great British Pounds (GBP) respectively.

Evidence of Professional Indemnity Insurance at a minimum of 1,000,000 (GBP).

The Contracting Authority will carry out an Equifax check where a Bank Reference is not provided and this will inform the economic and financial evaluation of economic operators.

III.1.3) Technical and professional ability

List and brief description of selection criteria

Evidence of same/similar services in the last three years.

Minimum level(s) of standards possibly required

Experience of auditing Scottish Local Authority business.

The internal auditors will be expected to hold relevant recognised qualifications, for example, Chartered Institute of Public Finance and Accountancy (CIPFA), with any trainees supported by more senior staff.

The Chief Internal Auditor / Chief Audit Executive must hold a professional qualification (CMIIA, CCAB or equivalent) and be suitably experienced, as required by Public Sector Internal Audit Standards (PSIAS).

III.2) Conditions related to the contract

III.2.1) Information about a particular profession

Execution of the service is reserved to a particular profession

Reference to the relevant law, regulation or administrative provision

Chartered Institute of Internal Auditors.

The Chief Internal Auditor / Chief Audit Executive must hold a professional qualification (CMIIA, CCAB or equivalent) and be suitably experienced, as required by Public Sector Internal Audit Standards (PSIAS).

III.2.3) Information about staff responsible for the performance of the contract

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: Yes

IV.2) Administrative information

IV.2.2) Time limit for receipt of tenders or requests to participate

Date

27 May 2022

Local time

3:00pm

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

IV.2.6) Minimum time frame during which the tenderer must maintain the tender

Duration in months: 3 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

27 May 2022

Local time

3:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: 54 months

VI.2) Information about electronic workflows

Electronic invoicing will be accepted

Electronic payment will be used

VI.3) Additional information

Please note that it is an essential requirement of the procurement process that Tenderers fully complete and submit a satisfactory Single Procurement Document (SPD) and satisfy all requirements specified or referred to in the Contract Notice and Tender Documents.

The contract shall be subject to Scots Law and the jurisdiction of the Scottish Courts.

GBP means Great British Pounds.

Estimated value is based on a potential contract period of five years.

III.1.2 - Economic operators who do not obtain a satisfactory financial evaluation may not be considered for contract award.

The UK has left the EU and the transition period after EU came to an end on 31 December 2020. From 1 January 2021, relevant references to the EU and EU procurement legislation will either be updated or removed from the Public Contracts Scotland site where appropriate. This will be an ongoing process.

Despite the reference to the EU Directives embedded in the header of the Contract Notice, the EU Directives do not apply to this procurement.

VI.4.1 - Review body. The review body noted is Lerwick Sheriff Court, but Economic Operators should contact the Contracting Authority in the first instance if any issue needs to be addressed. The court may be contacted where legal proceedings are contemplated.

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at
https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=687649.

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at

https://www.publiccontractsscotland.gov.uk/sitehelp/help_guides.aspx.

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

Community benefits are included in this requirement. For more information see:

<https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/>

A summary of the expected community benefits has been provided as follows:

The contracting authority would expect the service provider to contribute to community benefits through engagement in activities such as, careers conventions, training events and Members seminars.

Tenderers are asked to submit their proposals in the tender submission.

(SC Ref:687649)

VI.4) Procedures for review

VI.4.1) Review body

Lerwick Sheriff Court

King Erik Street

Lerwick

ZE1 0HD

Email

lerwick@scotcourts.gov.uk

Telephone

+44 1595693914

Country

United Kingdom