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Tender

## **External Audit Services**

CENTRAL REGION SCHOOLS TRUST

F02: Contract notice

Notice identifier: 2024/S 000-020684

Procurement identifier (OCID): ocds-h6vhtk-047b4e

Published 5 July 2024, 5:09pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

CENTRAL REGION SCHOOLS TRUST

Assay Studios,141-143 Newhall Street

BIRMINGHAM

B31SF

#### **Contact**

Tender Notice

#### **Email**

[tenders@crst.org.uk](mailto:tenders@crst.org.uk)

#### **Telephone**

+44 1212703117

#### **Country**

United Kingdom

**Region code**

UKG31 - Birmingham

**Companies House**

08166526

**Internet address(es)**

Main address

<https://www.crst.org.uk/page/?title=Procurement&pid=42>

**I.3) Communication**

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

<https://www.crst.org.uk/attachments/download.asp?file=27&type=pdf>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.crst.org.uk/attachments/download.asp?file=27&type=pdf>

**I.4) Type of the contracting authority**

Other type

Multi Academy Trust

**I.5) Main activity**

Education

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

External Audit Services

Reference number

106-07-24

#### **II.1.2) Main CPV code**

- 79212300 - Statutory audit services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

External Audit Services 3-Year Appointment to audit year ending 31 August 25, 26 and 27

We are seeking to procure a service that provides:

- External Audit Services

The Trust requirements are as follows:

- Preparation of the Central Region Schools Trust Annual Report and Accounts.
- Expressing an opinion of the above Financial Statements.
- Accountants Assurance Report on Regularity as required by the ESFA.
- Accountants Assurance Report on the Annual Accounts Return as required by the ESFA.
- Attendance at the Trust Board of Directors meeting at which the Statutory Accounts are scrutinised.
- Audit of the Teachers' Pension Scheme End of Year Certificate.
- Preparation and submission of the Corporation tax return.

- Preparation and submission of the Academies Accounts return.
- A working knowledge of financial management systems. The Trust is undergoing an exercise to change the finance system. As yet the new system is unknown.
- Other ad hoc services as required.
- Taxation advice as required.
- VAT advice as required.

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

#### **II.2.3) Place of performance**

NUTS codes

- UKG - West Midlands (England)

#### **II.2.4) Description of the procurement**

##### **2. Requirements**

We are seeking to procure a service that provides:

- External Audit Services

The Trust requirements are as follows:

- Preparation of the Central Region Schools Trust Annual Report and Accounts.
- Expressing an opinion of the above Financial Statements.
- Accountants Assurance Report on Regularity as required by the ESFA.
- Accountants Assurance Report on the Annual Accounts Return as required by the ESFA.
- Attendance at the Trust Board of Directors meeting at which the Statutory Accounts are scrutinised.

- Audit of the Teachers' Pension Scheme End of Year Certificate.
- Preparation and submission of the Corporation tax return.
- Preparation and submission of the Academies Accounts return.
- A working knowledge of financial management systems. The Trust is undergoing an exercise to change the finance system. As yet the new system is unknown.
- Other ad hoc services as required.
- Taxation advice as required.
- VAT advice as required.

### 3. Procurement timeline

#### Event Date

Invitation to Tender Issued 5th July 2024

Tenderers to express interest and submit clarifications questions via email 17th July 2024

CRST to issue responses to clarification questions, options for scope clarification phone calls 24th July 2024

Deadline for Receipt of Tender 5pm Friday 2nd August 2024

Notification of short-list 5pm Tuesday 9th August 2024

Supplier Engagement Day w/c 12th August 2024

Tender Award update w/c 12th August 2024

Tenderers should raise any queries they have about the requirements via email to [procurement@crst.org.uk](mailto:procurement@crst.org.uk) Any questions will be included on an FAQ document and posted on the Trust website alongside the Tender Notice, to ensure all interested parties have access to the same information.

CRST will endeavour to answer all written enquiries prior to tenders being submitted and reserves the right not to respond to a request for information or clarification. All tenders are required to be submitted by the date quoted in the table: 2nd August 2024.

It is the responsibility of the tenderer to ensure that the tender is submitted and delivered

on time. The Trust will not consider late or incomplete submissions. The submission should be via email to [Tenders@crst.org.uk](mailto:Tenders@crst.org.uk) The Trust will shortlist tenders and then invite providers to a Supplier Engagement Day. The Trust reserves the right to vary the timetable and is also under no obligation to appoint a preferred bidder from this exercise.

#### 4. Submission of Tender

All tenders should specifically identify:

- A total annual cost proposal.
- A clear indication of services provided as part of the fee.
- The variable costs for the proposal, including charge per new academy/ad-hoc advice, if applicable.
- Any inflationary or other provisions for periodic increase in fees.
- Fees chargeable for additional services that are not included in as part of the annual cost proposal.
- Your firms' approach to client management and how you offer ongoing support.
- Evidence of working with Multi Academy Trusts and/or charitable trusts.
- Example Management Letter.
- Statistics on Client Retention and Recruitment rates.
- Biographies of staff the Trust will be working with, listing expertise and experience.
- The reports available to the Trust.
- Two References from organisations that you have worked with within the educational sector.
- Compliance measures for meeting the requirements of the Data Protection Act 2018
- A brief description of your business continuity plans that mitigate against an interrupted service should this arise.
- Confirmation that you will conduct code of conduct of the professional body.
- Details of any additional measurable benefits you can provide in terms of quality and

cost which impact on social value indicators.

- Explanation of training / events provided to clients.
- What "added value" you can offer CRST.

## 5. Contracting and Invoicing

The contract will be for a three-year period, commencing for financial year 1st September 2024 and ending on 31 August 2027, unless terminated earlier in accordance with the terms of the contract.

The Trust is under no obligation to appoint a provider from this exercise and reserves the right not to appoint or to re-run the exercise. The Trust will not be liable for any costs prior to appointment, including submission of Tender.

Invoicing arrangement will be made clear with the appointed provider as part of their confirmation of appointment.

## 6. Instructions to Tenderers

Please submit your tender offer in accordance with all the instructions, requirements, and specification.

Please ensure your proposal is no longer than ten pages or up to fifteen slides.

All tenders must be complete and submitted to [Tenders@crst.org.uk](mailto:Tenders@crst.org.uk) by the specified deadline.

## 8. Compliance

CRST reserves the right to disqualify or reduce the evaluation score of any tenderers who do not fully comply with the requirements in the tender documentation, in particular the closing date and time.

The Trust reserves the right to evaluate proposals on a variety of criteria. The tender with the lowest price will not automatically be accepted as the successful bid.

## 9. Termination

Either party may terminate the contract by giving 6 months' notice. The initial period of the contract is three years; this could be renewed for an additional one- or two-year period.

### **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**

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

#### **5. Contracting and Invoicing**

The contract will be for a three-year period, commencing for financial year 1st September 2024 and ending on 31 August 2027, unless terminated earlier in accordance with the terms of the contract.

The Trust is under no obligation to appoint a provider from this exercise and reserves the right not to appoint or to re-run the exercise. The Trust will not be liable for any costs prior to appointment, including submission of Tender.

Invoicing arrangement will be made clear with the appointed provider as part of their confirmation of appointment.

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: No



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## **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

2 August 2024

Local time

5:00pm

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

English

#### **IV.2.7) Conditions for opening of tenders**

Date

5 August 2024

Local time

3:00pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

Central Region Schools Trust

Birmingham

Country

United Kingdom