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Tender

External Audit Services

HOPE SENTAMU LEARNING TRUST

F01: Prior information notice

Call for competition

Notice identifier: 2024/S 000-022493

Procurement identifier (OCID): ocds-h6vhtk-0482d9

Published 19 July 2024, 1:32pm

Section I: Contracting authority

I.1) Name and addresses

HOPE SENTAMU LEARNING TRUST

C/o Vale Of York Academy, Rawcliffe Drive

YORK

YO306ZS

Contact

Elanor Hampshire

Email

procurement@hslt.academy

Telephone

+44 1904560033

Country

United Kingdom

Region code

UKE21 - York

UK Register of Learning Providers (UKPRN number)

10058624

Internet address(es)

Main address

<https://hslt.academy/>

I.3) Communication

Access to the procurement documents is restricted. Further information can be obtained at

<https://hslt.academy/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://hslt.academy/>

Tenders or requests to participate must be submitted to the above-mentioned address

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<https://hslt.academy/>

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

External Audit Services

Reference number

HSLTEXAUDIT2025/2028

II.1.2) Main CPV code

- 79212000 - Auditing services

II.1.3) Type of contract

Services

II.1.4) Short description

External audit service providers to Hope Sentamu Learning Trust will be expected to comply with the below services requirements.

I. The planning, management and execution of the annual external audit for HSLT;

II. Reporting on external audit progress to the Full Trust Board and the Trust Board, Risk and

Audit Committee & Resource Committee, including attendance where required;

III. Preparation of the annual financial statements;

IV. Provision of advice to HSLT Management and Trust Board Resource Committee on technical

accounting and financial matters including PAYE, VAT, corporation tax matters etc;

V. Provide support with VAT investigations and provide training on VAT where required;

VI. Liaison and coordination with the internal auditors to ensure full exchange of information;

- VII. Regulatory audit of Teacher's pension;
- VIII. Preparation of Academies Accounts Return - optional/additional cost;
- IX. Preparation and submission of Corporation Tax return (nil);
- X. Filing of annual audited accounts at companies house;
- XI. Highlight any changes in requirements for the Trust;
- XII. Auditing of Annex G's and/or funding returns - optional/additional cost/where applicable;
- XIII. All staff working on premises will hold an enhanced DBS certificate; and
- XIV. On-site support where requested.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79212000 - Auditing services

II.2.3) Place of performance

NUTS codes

- UKE - Yorkshire and the Humber

II.2.4) Description of the procurement

External audit service providers to Hope Sentamu Learning Trust will be expected to comply with the below services requirements.

- I. The planning, management and execution of the annual external audit for HSLT;
- II. Reporting on external audit progress to the Full Trust Board and the Trust Board, Risk and Audit Committee & Resource Committee, including attendance where required;

- III. Preparation of the annual financial statements;
- IV. Provision of advice to HSLT Management and Trust Board Resource Committee on technical accounting and financial matters including PAYE, VAT, corporation tax matters etc;
- V. Provide support with VAT investigations and provide training on VAT where required;
- VI. Liaison and coordination with the internal auditors to ensure full exchange of information;
- VII. Regulatory audit of Teacher's pension;
- VIII. Preparation of Academies Accounts Return - optional/additional cost;
- IX. Preparation and submission of Corporation Tax return (nil);
- X. Filing of annual audited accounts at companies house;
- XI. Highlight any changes in requirements for the Trust;
- XII. Auditing of Annex G's and/or funding returns - optional/additional cost/where applicable;
- XIII. All staff working on premises will hold an enhanced DBS certificate; and
- XIV. On-site support where requested.

II.2.5) Award criteria

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

II.2.11) Information about options

Options: Yes

Section III. Legal, economic, financial and technical information

III.2) Conditions related to the contract

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

Restricted 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 expressions of interest

Date

25 October 2024

Local time

5:00pm

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

English

Section VI. Complementary information

VI.2) Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

VI.3) Additional information

Hope Sentamu Learning Trust does not currently have an online tendering system.

Please submit requests for tender participation directly to Elanor Hampshire at procurement@hslt.academy.

VI.4) Procedures for review

VI.4.1) Review body

Hope Sentamu Learning Trust

C/O Vale of York Academy

York

YO30 6ZS

Country

United Kingdom