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Tender

## **UNI0823 | Provision of Internal and External Audit Services, Harper Adams University**

Harper Adams University

F02: Contract notice

Notice identifier: 2023/S 000-024755

Procurement identifier (OCID): ocds-h6vhtk-03f62f

Published 23 August 2023, 10:39am

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

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

Harper Adams University

Newport

Newport

TF10 8NB

#### **Email**

[harmishaw@harper-adams.ac.uk](mailto:harmishaw@harper-adams.ac.uk)

#### **Telephone**

+44 1952815015

#### **Country**

United Kingdom

**NUTS code**

UKG2 - Shropshire and Staffordshire

**Internet address(es)**

Main address

<https://www.harper-adams.ac.uk>

Buyer's address

<https://www.harper-adams.ac.uk>

**I.3) Communication**

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

<https://suppliers.multiquote.com>

Additional information can be obtained from another address:

Harper Adams University

Newport

Newport

TF10 8NB

**Email**

[harmishaw@harper-adams.ac.uk](mailto:harmishaw@harper-adams.ac.uk)

**Telephone**

+44 1952815015

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Main address

<https://www.harper-adams.ac.uk>

Buyer's address

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Tenders or requests to participate must be submitted electronically via

<https://suppliers.multiquote.com>

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

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

Body governed by public law

**I.5) Main activity**

Education

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## **Section II: Object**

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

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

UNI0823 | Provision of Internal and External Audit Services, Harper Adams University

Reference number

CA12787 - UNI0823

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

- 79212300 - Statutory audit services

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

Services

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

This document provides a specification for the provision of internal audit and external audit services with corporate tax advice to Harper Adams University Group and the separate independent charity (quasi subsidiary) Harper Adams Development Trust.

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

This contract is divided into lots: Yes

Tenders may be submitted for maximum number of lots

2

Maximum number of lots that may be awarded to one tenderer: 1

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

#### **II.2.1) Title**

LOT 1: INTERNAL AUDIT SERVICES

Lot No

1

**II.2.2) Additional CPV code(s)**

- 79212200 - Internal audit services

**II.2.3) Place of performance**

NUTS codes

- UKG21 - Telford and Wrekin
- UKG24 - Staffordshire CC
- UKG22 - Shropshire CC
- UKG2 - Shropshire and Staffordshire

Main site or place of performance

Shropshire and Staffordshire

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

a. Harper Adams University acknowledges that the responsibility for establishing and maintaining systems of internal control rests firmly with its management and that internal audit is not a substitute for good systems of internal control nor an extension of the University's responsibility or internal controls.

b. It is, however, the clear responsibility of the internal auditor to review, appraise and report upon these internal controls. In additions, whilst the responsibility for the prevention and detection of irregularities rest with Harper Adams University, it is the internal audit service's responsibility to plan audit work so that there is an expectation of identifying where both potential or material non-compliance and potential or material fraud exists and reporting of such risk areas to the University – both its officers and, where appropriate, the Board of Governors.

c. It will be the tenderer's clear responsibility to provide an effective professional and independent internal audit service to the University in full compliance with the standards laid down by:

- the Auditing Practices Board;
- Public Sector Internal Audit Standards (published by CIPFA);
- the Chartered Institute of Internal Auditors Standards and Ethics;
- Government Internal Audit Manual (GIAM);
- any mandatory internal audit standards set out in the Audit Code of Practice issued by the Office for Students (OfS) or UK Research and Innovation (UKRI);
- any other guidance or requirements for internal audit services relevant to UK HEIs including any further requirements set by OfS, CUC, UKRI or other sector level bodies.

### **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

60

This contract is subject to renewal

No

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

Variants will be accepted: No

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

Options: Yes

Description of options

60 month(s) from the commencement date, with 48 initial month(s) and option to extend 1x12 month(s)

## **II.2.13) Information about European Union Funds**

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

## **II.2) Description**

### **II.2.1) Title**

LOT 2: EXTERNAL AUDIT SERVICES & CORPORATE TAX

Lot No

2

### **II.2.2) Additional CPV code(s)**

- 79212300 - Statutory audit services
- 79212000 - Auditing services
- 79200000 - Accounting, auditing and fiscal services

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

NUTS codes

- UKG24 - Staffordshire CC
- UKG21 - Telford and Wrekin
- UKG2 - Shropshire and Staffordshire
- UKG22 - Shropshire CC

Main site or place of performance

Shropshire and Staffordshire

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

The successful tenderer providing services to University must be aware of and apply appropriate External Audit Standards including those set out by:

- International Standards on Auditing (ISA);
- The Financial Reporting Council (FRC);
- Company Law and relevant Statements of Recommended Practice (SORP);

The services will cover the following areas:

- The audit and certification of the University and Group Financial Statements;
- The audit and certification of the University Subsidiary and quasi-Subsidiary Financial Statements;
- Attendance as required at Audit Committee meetings currently 4 per year;
- Presentation of reports, together with reports to management, to the Audit Committee and when required the Main Board/Board of Governors. Reports to management are expected to cover any major issues while a supplementary report may also be prepared to cover procedural and minor matters;
- The Annual Report is normally reviewed by the Audit and Risk Management Committee during October/November and approved by the Board of Governors by 1 December each year for submission to OfS as part of the Annual Assurance Return to OfS;
- Provide advice on the adherence to Accounting Standards, Financial Reporting Standards and Audit Standards as they apply to the University;
- Provide an opinion, where required, to be included in the independent auditor's report to University Board regarding the University various funding streams and their use (including but not limited to funds received from the Government and other funding streams). The wording of this opinion will meet any requirements of Financial Memoranda or contracts;
- To include pensions testing in respect of LGPS scheme;
- To included corporate tax compliance services to the University Group;
- Liaison as required with Funding Councils/funders; and
- Liaison as required with Authority Internal Auditors.



The successful tenderer will be required to provide the University with an Audit Plan prior to commencement of the services required and will be required to present the Audit Plan to the University's Audit and Risk Management Committee.

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.2) Economic and financial standing**

Selection criteria as stated in the procurement documents

#### **III.1.3) Technical and professional ability**

Selection criteria as stated in the procurement documents

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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

5 January 2024

Local time

12:00pm

#### **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 January 2024

Local time

12:00pm

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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**

Harper Adams University

Edgmond

Newport

TF10 8NB

Email

[harmishaw@harper-adams.ac.uk](mailto:harmishaw@harper-adams.ac.uk)

Telephone

+44 1952815015

Country

United Kingdom