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Tender

CCHA-179 Internal Audit

Castles and Coasts

F02: Contract notice

Notice identifier: 2023/S 000-034151

Procurement identifier (OCID): ocds-h6vhtk-041af9

Published 17 November 2023, 3:58pm

Section I: Contracting authority

I.1) Name and addresses

Castles and Coasts

5 Paternoster Row, Carlisle

Carlisle

CA3 8TT

Contact

N/A CCHA Procurement

Email

procurement@castelsandcoasts.co.uk

Telephone

+44 7435811821

Country

United Kingdom

Region code

UKC - North East (England)

Internet address(es)

Main address

<http://www.castlesandcoasts.co.uk>

Buyer's address

<http://www.castlesandcoasts.co.uk>

I.3) Communication

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

www.procontract.due-north.com

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

www.procontract.due-north.com

I.4) Type of the contracting authority

Other type

Housing Association

I.5) Main activity

Housing and community amenities

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

CCHA-179 Internal Audit

Reference number

DN699844

II.1.2) Main CPV code

- 79212200 - Internal audit services

II.1.3) Type of contract

Services

II.1.4) Short description

CCHA is looking to procure the services of a suitably competent supplier to provide a five year Audit Strategy (incorporating a one year audit plan and a schedule of audit coverage for the remaining four years); derived through an evaluation of the CCHA risk maps and Corporate Strategy, conversations with the Finance Director, Housing Services Director and members of the Audit & Risk Committee plus an appraisal of sector risks (as informed by the regulator's sector risk profile document).

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

- UKC - North East (England)
- UKD - North West (England)

II.2.4) Description of the procurement

All audits to conform with the Public Sector Internal Audit Standards (PSIAS) and Global Internal Audit (GIAS). This will include a summary of the five-year external quality assessment.

Internal Audits

- The provision of risk-based assurance Internal Audits – selection of audits linked to risk register/Corporate Strategy, including an assessment of key financial controls and fraud.
- A follow-up of previous Internal Audit recommendations.

Management

- Annual planning, including management of 'conflicts of interest'
- Professionally qualified audit staff with sufficient knowledge, skills and experience.
- Internal audit reporting, including risk-based assurance opinions and reporting on high, medium and low recommendations.
- Preparation for, and attendance at Audit & Risk Committee.
- Regular liaison and progress updates.
- Liaison with external audit and other assurance providers.
- Annual retrospective review of CCHA's response to audit points raised

Value Added

- This could include in-depth knowledge of the sector risks, invitations to sector events and best practice dissemination from other sectors. This section is up to service providers to best demonstrate how their proposals will provide 'added value'.

Service Standards

We expect the successful party to adhere to the following service standards:

The following standards and requirements will be required within the delivery of the contract services. Targets are provided for requirements.

- Annual Internal Audit plan agreed with CCHA - within two months of contract start date

- % of professionally qualified lead fieldwork auditors – 100%
- Provision of a Client Manager – one named person and contact details
- Draft internal audit scoping documents to CCHA – within one month of onsite audit.
- Lead auditor to contact CCHA to confirm logistical arrangements – at least 10 working days before audit fieldwork.
- De-brief meetings held between lead auditor and CCHA – last day of fieldwork or within one week of audit.
- Draft internal audit reports to CCHA – within 15 working days of the onsite audit fieldwork.
- Annual retrospective review of CCHA's response to audit points raised – within two months of the year end
- Final internal audit report issued to CCHA following receipt of client responses – three working days.
- Attendance at quarterly Audit & Risk Committee meetings, including presentation of reports

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: 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 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: No

IV.2) Administrative information

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

Date

18 January 2024

Local time

2:25pm

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

English

IV.2.7) Conditions for opening of tenders

Date

18 January 2024

Local time

1:00pm

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

Castles and Coasts Housing Association

5 Paternoster Row

Carlisle

CA3 8TT

Country

United Kingdom