Internal Audit Tender - Evaluation Criteria

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No | Category | Score | | | | | Weight | Reason for score | Total |
|  | Technical Competency | 1 | 2 | 3 | 4 | 5 | 30 |  |  |
| 1 | Evidence of competency to undertake internal audit function in a public sector body. This should relate to both the experience of the firm overall and key individual members of the audit team. |  |  |  |  |  |  |  |  |
| 2 | Ability to call on specialist auditing skills in the areas of IT, value for money, fraud prevention, cyber and other areas. |  |  |  |  |  |  |  |  |
| 3 | Details of key staff to be engaged in the audit programme, including brief CV and seniority. |  |  |  |  |  |  |  |  |
| 4 | Details of ongoing staff training and development policies and procedures. |  |  |  |  |  |  |  |  |
|  | Audit Approach |  |  |  |  |  | 15 |  |  |
| 5 | Brief description of your overall approach to internal audit including proposal for the maximum number of days per annum to meet Internal Audit requirement. |  |  |  |  |  |  |  |  |
| 6 | Extent of your reliance on a risk-based approach |  |  |  |  |  |  |  |  |
| 7 | What is your understanding of the main issues driving ALBs and UK Anti-Doping as a sporting organisation in particular? |  |  |  |  |  |  |  |  |
| 8 | What is your analysis of the major risks facing UK Anti-Doping and how would you configure your audit programme to address these, including an indication of time allocation? |  |  |  |  |  |  |  |  |
|  | Audit Methodology |  |  |  |  |  | 15 |  |  |
| 9 | Describe your approach to audit assignments |  |  |  |  |  |  |  |  |
| 10 | How would you achieve a balance between risk based auditing and substantive testing? |  |  |  |  |  |  |  |  |
| 11 | Procedures for ensuring confidentiality of files and information relating to the audits undertaken |  |  |  |  |  |  |  |  |
| 12 | Proposals for reporting the outcomes of Internal Audit work back to UK Anti-Doping in an effective way |  |  |  |  |  |  |  |  |
| 13 | Procedures for involving UK Anti-Doping in any staff change regarding the team allocated to UK Anti-Doping |  |  |  |  |  |  |  |  |
|  | **Economics** |  |  |  |  |  | **20** |  |  |
| 14 | A comprehensive budget for the 3-year appointment, showing the service activities proposed, with charge-out rates and budgeted hours, including relevant assumptions. |  |  |  |  |  |  |  |  |
|  | Corporate Governance |  |  |  |  |  | 20 |  |  |
| 15 | Scope of support for Audit and Risk Committee and Management including tangible proposals to add value. |  |  |  |  |  |  |  |  |
| 16 | Method for effective reporting to the Audit Committee and Management of UK Anti-Doping |  |  |  |  |  |  |  |  |
| Total score for written tender response | |  | | | | | 100 |  |  |

## Overall Weighting out of:

## Total Mark:

## Score rating are as follows:

1- Poor/no evidence provided

2- Average/limited evidence provided

3- Good/evidence provided

4- Very Good/significant evidence provided, some value added

5- Excellent/significant evidence provided, significant value added