

United Kingdom-Corby: Accounting, auditing and fiscal services

OJ S 28/2018 09/02/2018

Contract award notice

Services

Legal Basis:

Directive 2014/24/EU

Section I: Contracting authority

I.1. Name and addresses

Official name: Brooke Weston Trust

Postal address: Coomb Road

Town: Corby

NUTS code: UK United Kingdom

Postal code: NN18 8LA

Country: United Kingdom

Contact person: Joanna Bailey

E-mail: proc0067@brookeweston.org**Internet address(es):**Main address: www.brookewestontrust.org**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**

Auditor and Accountancy Services for Brooke Weston Trust

Reference number: 0067

II.1.2. Main CPV code

79200000 Accounting, auditing and fiscal services

II.1.3. Type of contract

Services

II.1.4. Short description

Brooke Weston Trust has a requirement to recruit an independent accountant and auditor to ensure the Trust and schools within its remit, have the necessary financial processes and checks in place to meet the requirements laid out in the Academies Financial Handbook and Academies Account Directive. It is important that the selected organisation has experience of working with Multi Academy Trusts, and would be able to provide comprehensive audit and accountancy support, for preparation of accounts, pensions, VAT and Tax.

II.1.6.

Information about lots

This contract is divided into lots: no

II.1.7. Total value of the procurement

Value excluding VAT: 250 000,00 GBP

II.2. Description

II.2.2. Additional CPV code(s)

79200000 Accounting, auditing and fiscal services, 79200000 Accounting, auditing and fiscal services, 79200000 Accounting, auditing and fiscal services, 79200000 Accounting, auditing and fiscal services, 79200000 Accounting, auditing and fiscal services, 79200000 Accounting, auditing and fiscal services, 79200000 Accounting, auditing and fiscal services, 79200000 Accounting, auditing and fiscal services, 79200000 Accounting, auditing and fiscal services

II.2.3. Place of performance

NUTS code: UK United Kingdom

II.2.4. Description of the procurement

Brooke Weston Trust is a Multi-Academy Trust of 10 schools; see section Business Overview & Background. The schools are located in the Corby, Kettering and Wisbech areas. Should other Academies be added to Brooke Weston Trust, these would also be included in the scope of work. It is planned that the Auditors will be appointed to commence work during quarter one of 2017/18. As a Multi Academy Trust our financial year commences in September in line with the academic year. Bidders should be able to demonstrate they hold the relevant recognised UK Chartered Accountant qualifications pertinent to this project. Specific Requirements:

1. carry out internal audits at all schools and Trust central office to ensure internal processes are being followed. (Completed by different person to 2 & 3) — Quarterly;
2. prepare Trust Annual Accounts (Completed by different person to 1) — Annually;
3. carry out the external audit of The Brooke Weston Trust. (Completed by different person to 1) — Annually;
4. Extra Services Audit Teachers' Pension Return Annually Audit Teaching School Return Annually Advice on VAT & Tax Ad-hoc Accountancy Advice Ad-hoc Contract Period: 3 years with option for additional 2 years Clarification Period:
— please submit any clarification questions during this period: 14.7.2017 — 23.8.2017,
— answers will be communicated back on the following dates: 26.7.2017, 4.8.2017, 23.8.2017.

Evaluation: This project will be evaluated on 20 % price, 80 % non-price. Annual and Contract Costs should be broken down for the above 4 categories. Any additional fees including details of hourly rates should be supplied on a 5th line. Non-price Evaluation will be based on bidders response to the following questions:

1. 5 % provide logistical summary of how support will be delivered, and detail availability and flexibility that we can benefit from;
2. 10 % provide details of level of support available during the internal audits, external audits, preparation of accounts, and extra services laid out in the requirements. Responses should include timescales (days) expected to carry out each activity;
3. 5 % evidence of capacity to take on new clients;
4. 5 % experience of recent experience working with a MAT, detail size, services and level of support provided;
5. 5 % provide details of experience of working with PS Financials and any relevant information;
6. 10 % provide references. Does the company have a good reputation within the Academy Sector, for reliability and knowledge?

7. 10 % provide details of qualification levels of staff carrying out required activities, and size of the team within the firm;
8. 10 % present company, staff and proposed solution to BWT Panel;
9. 5 % provide a sample management letter;
10. 10 % provide a sample audit plan;
11. 5 % provide an annual schedule of delivery.

Documents are published to add responses, also see Tender Pack.

II.2.5. Award criteria

Quality criterion - Name: Non Price / Weighting: 80

Price - Weighting: 20

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

II.2.14. Additional information

Section IV: Procedure

IV.1. Description

IV.1.1. Type of procedure

Open procedure

IV.1.3. Information about a framework agreement or a dynamic purchasing system

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.2.1. Previous publication concerning this procedure

Notice number in the OJ S: [2017/S 134-274669](#)

IV.2.8. Information about termination of dynamic purchasing system

IV.2.9. Information about termination of call for competition in the form of a prior information notice

Section V: Award of contract

Lot No: 1

Title:

Auditor and Accountancy Services

A contract/lot is awarded: yes

V.2. Award of contract

V.2.1.

Date of conclusion of the contract

15/11/2017

V.2.2. Information about tenders

Number of tenders received: 10

Number of tenders received from SMEs: 3

Number of tenders received by electronic means: 10

The contract has been awarded to a group of economic operators: no

V.2.3. Name and address of the contractor

Official name: Smith Hodge & Baxter

Town: Kettering

NUTS code: UKF East Midlands (England)

Country: United Kingdom

The contractor is an SME: yes

V.2.4. Information on value of the contract/lot

Initial estimated total value of the contract/lot: 240 000,00 GBP

Total value of the contract/lot: 206 000,00 GBP

V.2.5. Information about subcontracting**Section VI: Complementary information**

VI.3. Additional information**VI.4. Procedures for review****VI.4.1. Review body**

Official name: Brooke Weston Trust

Postal address: Coomb Road

Town: Corby,

Postal code: NN18 8LA

Country: United Kingdom

E-mail: proc0067@brookeweston.org

Internet address: www.brookewestontrust.org

VI.4.2. Body responsible for mediation procedures

Official name: Brooke Weston Trust

Postal address: Coomb Road

Town: Corby,

Postal code: NN18 8LA

Country: United Kingdom

E-mail: proc0067@brookeweston.org

Internet address: www.brookewestontrust.org

VI.4.4. Service from which information about the review procedure may be obtained

Official name: Brooke Weston Trust

Postal address: Coomb Road

Town: Corby,

Postal code: NN18 8LA

Country: United Kingdom

E-mail: proc0067@brookeweston.org

Internet address: www.brookewestontrust.org

VI.5. Date of dispatch of this notice

08/02/2018