

**United Kingdom-Corby: Accounting, auditing and fiscal services**

OJ S 134/2017 15/07/2017

Contract notice

Services

**Legal Basis:**

Directive 2014/24/EU

**Section I: Contracting authority**

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**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](mailto:proc0067@brookeweston.org)**Internet address(es):**Main address: [www.brookewestontrust.org](http://www.brookewestontrust.org)**I.3. Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://in-tendhost.co.uk/fe/asp/Home>

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: <https://in-tendhost.co.uk/fe/asp/Home>

Tenders or requests to participate must be submitted to the abovementioned address

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

Body governed by public law

**I.5. Main activity**

Education

**Section II: Object**

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**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.1.5. Estimated total value**

Value excluding VAT: 250 000,00 GBP

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

This contract is divided into lots: no

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

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

79200000 Accounting, auditing and fiscal services, 79212100 Financial auditing services, 79210000 Accounting and auditing services, 79212000 Auditing services, 79211000 Accounting services, 79212300 Statutory audit services, 79212400 Fraud audit services, 79212200 Internal audit services, 79212500 Accounting review 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 Adhoc

Accountancy Advice Adhoc

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**

Criteria below

Quality criterion - Name: Non Price / Weighting: 80

Price - Weighting: 20

#### **II.2.6. Estimated value**

Value excluding VAT: 250 000,00 GBP

#### **II.2.7. Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months: 60

This contract is subject to renewal: yes

Description of renewals:

36 months with option to extend for further 24 months.

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

Variants will be accepted: yes

#### **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 III: Legal, economic, financial and technical information**

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

#### **III.1.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions:

Recognised UK Chartered Accountancy qualifications and associated qualifications with Audit and Accountancy Services.

## **Section IV: Procedure**

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### **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.2.2. Time limit for receipt of tenders or requests to participate**

Date: 07/09/2017 Local time: 15:00

#### **IV.2.3. Estimated date of dispatch of invitations to tender or to participate to selected candidates**

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

English

#### **IV.2.6. Minimum time frame during which the tenderer must maintain the tender**

Tender must be valid until: 31/12/2017

#### **IV.2.7. Conditions for opening of tenders**

Date: 08/09/2017 Local time: 01:00

## **Section VI: Complementary information**

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### **VI.1. Information about recurrence**

This is a recurrent procurement: yes

### **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](mailto:proc0067@brookeweston.org)

Internet address: [www.brookewestontrust.org](http://www.brookewestontrust.org)

**VI.5. Date of dispatch of this notice**

13/07/2017