

## Invitation to Tender for Annual Auditing Services

Closing date for receipt of tender: 10<sup>th</sup> October 2018

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### Summary

Rotha t/a The Wheel invites tender submissions from interested Auditing Services Suppliers to provide auditing and associated professional services from 1<sup>st</sup> January 2019. This will mainly comprise of planning and conducting the annual statutory audit of The Wheel but will also include other occasional advice and services outlined later in this document.

Details of the tender are set out in this document which is comprised of four parts:

- Part 1: Background information (page 2)
- Part 2: The Wheel's requirements and other considerations (page 3)
- Part 3: Tender process (page 6)
- Part 4: General tender information, terms and conditions (page 8)

Interested Auditing Services Suppliers should submit a proposal by email to Tony Ward, Director of Finance ([tony@wheel.ie](mailto:tony@wheel.ie)) by close of business on Wednesday 10 October 2018.

## Part 1: Background information

The Wheel is Ireland's national association of community, voluntary and charitable organisations. We are a representative voice and a supportive resource that offers advice, training, influence and advocacy for the sector. Visit [www.wheel.ie](http://www.wheel.ie) for more information.

**We have almost 1,400 member organisations which allows us to amplify the voice of the CVC sector through our policy and advocacy work, while providing a wide range of useful services to organisations and individuals.**

**Our funding comes from both public and non-public sources. Public sources include government support for the sector and various contracts for delivery of services and programmes. Non-public sources include membership, income from training events and other sources.**

To view our 2017 audited accounts visit

<https://www.wheel.ie/sites/default/files/media/file-uploads/2018-09/2017%20Financial%20Statements%20V3%20with%20e-signatures.pdf>

To view our current four-year strategic plan – Stronger Charities – Stronger Communities – visit <https://www.wheel.ie/sites/default/files/media/file-uploads/2018-07/The%20Wheel%20Strategy%202017%20-%202020.pdf>

## **Part 2: The Wheel's requirements and other considerations**

The Wheel is seeking to engage an experienced **Auditing Services Supplier** who will provide the full range of auditing services required in order to fulfil its statutory obligations, to comply with relevant accounting and reporting standards and best practice.

Your responsibility will be to report to The Wheel's members on the below listed matters, in accordance with the Companies Act 2014, whether, in your expert opinion the financial statements:

- Give a true and fair view of assets, liabilities and the financial position of The Wheel as at the end of the financial year on the 31 day of December, and of its surplus/(deficit) for the year then ended.
- Have been properly prepared in accordance with generally accepted accounting practice in Ireland, specifically the Statement of Recommended Practice (SORP) for charities; and
- Have been properly prepared in accordance with the requirements of the Companies Act 2014, Charities Act 2009, Charities Regulatory Authority (CRA) guidance and any other relevant legislation.

In addition, based on the work undertaken in the course of the audit, you will have a statutory duty to report whether, in your opinion;

- The information given in the directors' report is consistent with the financial statements; and
- The directors' report has been prepared in accordance with the Companies Act 2014.

### **Annual Auditing Services required:**

The range of services for which the successful supplier may be responsible include, but are not restricted to:

#### **1. Auditing**

- Conduct an annual financial audit of The Wheel in accordance with the relevant Standards applicable in Ireland and applicable law.
- Identify and assess the risks of material misstatement of the financial statements.
- Design audit procedures that are appropriate to the internal controls relevant to the audit.
- Evaluate the appropriateness of accounting policies used.
- Conclude on the appropriateness of the directors' use of the going concern basis for the preparation of the accounts.
- Evaluate and advise on the overall presentation, structure and content of the financial statements.
- Identify if other information (non-financial) included in the annual report is materially consistent with the financial statements.

## 2. Communication

- Promote effective two way communication between the executive and board of The Wheel and the auditor/its representatives.
- Carry out a pre-audit meeting to discuss the forthcoming audit.
- Provide an overview of the planned scope and timing of the audit.
- Conduct a follow up meeting, post audit, to discuss any significant findings.
- Confirm, in writing, matters discussed and any agreed actions.
- Maintain frequent communication regarding both auditing and other matters.
- Present/review draft audited accounts with The Wheel's finance and audit sub-group and board, including any audit findings, as and when required.
- Ensure a partner of the firm attends the annual general meeting of The Wheel and makes any necessary presentation of the audited accounts to the members.

## 3. Accounting

- Provide assistance to the company secretary by preparing and lodging returns with the Registrar of Companies.
- Assist and advise on any other filing requirements e.g. Revenue Commissioners

**Duration of contract:** The contract will commence in January 2019 and end in December 2022, subject to the services being satisfactorily delivered each year and the option for The Wheel to end the contract should this not be the case.

**Geographic location:** Republic of Ireland.

## Other considerations

### **The Charities Act 2009 and subsequent Regulation**

The Charities Act, 2009, was introduced to provide regulation for registered charities. This increased regulation promotes greater accountability and enhanced public trust and confidence in charities and increase transparency in the sector. Applicants must be familiar with the Charities Act 2009 and associated guidance and regulations.

### **Statement of Recommended practice for charities (SORP)**

When FRS102 was introduced, the charity SORP was revised to interpret FRS102 for charities. The Wheel's annual auditing services supplier must be familiar with compliance with FRS102 and the SORP for their financial statements to show a true and fair view.

### **Code of Governance**

The Governance Code is a resource to assist community, voluntary and charity (CVC) organisations, develop their overall capacity in terms of how they run their organisation. The Wheel is compliant with the code and is listed on the registry

<http://www.governancecode.ie/registry.html> Applicants must familiarise themselves with the requirements highlighted under the Governance Code.

### **Software packages used by The Wheel**

The Wheel currently uses Xero for its day-to-day accounting records for all transactions. It also uses Thesaurus payroll to manage monthly payroll. Salesforce is used as the organisation's CRM for on-line event bookings and membership application and renewal.

### **General Data Protection Regulation**

In your role as The Wheel's auditing services supplier you may need to obtain, use, process or, in certain circumstances, disclose personal data belonging to The Wheel. The successful applicant will be expected to sign a data processing agreement with The Wheel and manage any data shared in a manner that is compliant with the GDPR.

### **Retention of access to The Wheel records**

During the course of your work with The Wheel you will have access to various documentation. You will be required to only take away copies of any documentation required for audit purposes and any such documentation must be destroyed after 7 years, with the exception of documentation that is agreed to be of continuing significance.

### Part 3: Tender Process

Interested Auditing Services Suppliers should submit a proposal to Tony Ward, Director of Finance ([tony@wheel.ie](mailto:tony@wheel.ie)) by close of business on Wednesday 10 October 2018.

The proposal should provide the following information:

1. Three examples of work and services that your organisation has provided for clients that best represents:
  - a) the range of services you provide;
  - b) your proven ability to efficiently and effectively conduct an annual audit;
  - c) the return on investment to your client; and
  - d) the communication mechanism that was used to improve the impact of your work.
2. Three references for the above three examples of work – client name, contact number and email. We will not contact your references without letting you know first.
3. A short proposal<sup>1</sup>, based on how you plan to deliver on the above listed requirements over a four year period, outlining your proposed approach to meet The Wheel’s auditing requirements as set out in this document.
4. A detailed breakdown of costs, including hourly or daily rates for your staff and a best estimate of the overall annual cost (including VAT).
5. An outline of any added value or additional information you think is relevant.

#### Outline marking criteria for tenders received

Tenders received will be marked out of 100 marks as follows:

- |   |    |
|---|----|
| • The Wheel’s audit requirements and approach to audit        | 20 |
| • Value for money   | 20 |
| • Compliance with SORP and quality of audited accounts        | 15 |
| • Knowledge of the charity sector and added value             | 15 |
| • Capacity of your firm and access to relevant personnel      | 10 |
| • Understanding of tender requirements and approach to tender | 10 |
| • Other including additional suggestions                      | 10 |

Based on the above criteria, shortlisted Auditing Services Suppliers may be asked to meet with The Wheel (November/December 2018) to discuss their proposal in more detail.

Requirements for this meeting will be forwarded on selection.

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<sup>1</sup> Approximately three pages and no more than five.

**Queries or clarifications:**

Contact Tony Ward, Director of Finance, The Wheel at [tony@wheel.ie](mailto:tony@wheel.ie) or on 01 4548727.

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Closing date for receipt of tender: Wednesday 10 October 2018 at 5.30 p.m.  
Return tender to: [tony@wheel.ie](mailto:tony@wheel.ie)

## **Part 4 – General tendering information, terms and conditions**

**CONFIDENTIALITY:** All the information contained in this document is confidential to The Wheel and is given on the basis that this confidentiality will be strictly observed by all proposed Tenderers and will not be disclosed to any other party without the prior consent of The Wheel.

**CURRENCY:** The currency to be used in this tender is euro and a tender proposal in any other currency will not be considered.

**NOTIFICATION OF TENDER ACCEPTANCE:** The Wheel shall notify acceptance of the tender to the successful Tenderer as soon as reasonably practicable, and in any event by 31 December 2018.

### **EXCLUSION:**

- a. Tenderer shall be excluded who:-are bankrupt or being wound up , whose affairs are being administered by the court, who have entered into an arrangement with creditors or who have suspended business activities.
- b. Is the subject of proceedings for declaration of bankruptcy or insolvency, for an order for compulsory winding up or a court liquidation, or who has a liquidator or receiver appointed over its assets, or for composition with creditors or any other similar proceedings.
- c. has been convicted of an offence concerning their professional conduct.
- d. has not fulfilled obligations relating to the payment of social security contributions.
- e. Has not fulfilled obligations relating to the payment of taxes.

**COSTS:** The Wheel will not be liable in respect of any costs incurred by any Tenderer in the Preparation of tenders in response to this Invitation to Tender or any associated cost.

**TAX CLEARANCE:** The successful Tenderer must be in possession of a valid tax clearance certificate for the duration of the contract. Such a valid tax clearance certificate from the Irish Revenue Commissioners must be produced by a successful Tenderer before execution of the contract. A valid tax clearance certificate means a tax clearance certificate issued by the Irish Revenue Commissioners, and Tenderers not resident in Ireland must make application to the Irish Revenue Commissioners for such a certificate if their tender is to be considered.

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**FALSE OR MISLEADING INFORMATION:** Tenderers who intentionally or carelessly supply false or misleading information will be disqualified from this Tendering Procedure on the discovery of such information.



**COMPLIANCE WITH LAW:** Tenderers should be able to provide on demand evidence of compliance with all laws applicable to the provision of the services which are the subject of the Invitation to Tender, and in particular should be able to produce evidence that they have particular regard for statutory terms relating to minimum pay and any legally binding or sectoral agreements if applicable.

**TERMINATION:** The contract shall contain provisions reserving to The Wheel the right to terminate any contract awarded if it is not satisfied with the performance by the successful Tenderer of the contract. The satisfaction or dissatisfaction of The Wheel shall be evaluated in the context of the Tenderers proposal set out in Part 3 of this document.

**REQUIREMENTS OF INVITATION TO TENDER:** Tenders not conforming to the requirements of this Invitation to Tender will not be considered and will be returned to the Tenderer.

**SUBJECT TO CONTRACT:** This Invitation to Tender is not intended to, and does not, create or evidence any legal or binding relationship, obligation or commitment of any nature between The Wheel and any Tenderer. No such legally binding obligation or commitment shall come into being unless and until a formal legal contract is duly executed and delivered by The Wheel and the successful Tenderer.

**DISCLAIMER:** This document is for information only and does not constitute, and shall not be interpreted as, an offer for sale, prospectus, or the basis of a contract. Candidates are recommended to read the documents thoroughly. The Wheel reserves the right to discontinue the procurement process at any time. No liability will be accepted for candidates' costs in connection with the procurement procedure, irrespective of the outcome, whether or not the procedure is cancelled or postponed.

**End**