



Interested in bidding for Tender: External Audit & Tax Services

Thank you for your interest in bidding for our Tender : External Audit & Tax Services.

Further details on how to submit a tender for the supply of External Audit & Tax Services are below.

Please submit a service proposal in response to the specification enclosed.

- Part 1 Instructions to Tenderers
- Part 2 Background: about London Sport and London Sport Trading
- Part 3 Terms of Reference: ITT selection criteria
- Part 4: Form of Offer

It is the responsibility of the tenderer to ensure that offers are received by 22 October 2020 at noon (GMT). Tenders received after this time will not be considered.

Yours sincerely

Susan Hutton
Director of Finance, People & Governance
London Sport

21 September 2020



Part 1 - Instructions for responding to the Invitation to Tender

Please read and understand these instructions before responding, to ensure that your tender meets our requirements. London Sport reserves the right to refuse non-compliant tenders.

Only information provided as a direct response to the specification will be evaluated. Potential suppliers should respond on the basis that London Sport has no prior knowledge of their organisation. Information and detail which forms part of general company literature or promotional brochures etc. will not form part of the evaluation process.

1. Key dates

Activity	Date
Issue ITT	21 September 2020
Closing date for completed tenders	22 October 2020 at noon (GMT)
Shortlisting	w/c 26 October
Presentations to evaluation panel	w/c 9 November 2020
Select supplier, Finalise & Agree contract	w/c 23 November 2020
Period of agreement	Audit of 2020-21 Accounts and three further years subject to annual review and approval by the Finance Sub Committee of the Board

2. Communications

- i) **Completed tenders** must be returned to hr@london sport.org for the attention of Susan Hutton, Director of Finance, People & Governance
- ii) **Clarification questions** regarding the tender documents or process must be made in writing by email to hr@london sport.org for the attention of Susan Hutton, Director of Finance, People & Governance

Clarification questions will be responded to within 3 working days. All clarification questions and responses will be anonymised and compiled into a single file and shared with all bidders on a timely basis.

3. Format for responding

Please provide a written proposal in response to the Terms of Reference: ITT selection criteria (part 3 of this document) and complete the Form of Offer (part 4 of this document). Key contact details and company information should be easily identifiable; no promotional information should be included.

The Group's objectives for this tender process are to secure a high-quality provider of external audit services that can demonstrate a clear understanding of London Sport, whilst achieving excellent value for money.

Your proposal should cover all aspects of the external audit scope and communicate how your organisation will add value to London Sport, such as in relation to specific advisory services, or alignment with one or more of our key campaigns and activities.



4. Evaluation process

Compliant bids will be evaluated by a panel made up of members of the Finance Sub Committee of the Board, and the Director of Finance, People & Governance to form a shortlist.

Shortlisted bidders will be invited to present their proposal in full in the form of an interview with the above panel.

5. Selection

London Sport intends to select a single provider for the services.

The selected provider will be contacted during week commencing 23 November 2020 at which time the parties will begin finalising the contract and agree an implementation plan.

Unsuccessful bidders will also be notified during week commencing 23 November 2020. Feedback can be provided on request.

London Sport reserves the right to change any aspect of, or cease, the tender process at any time. While London Sport has taken all reasonable steps to ensure that the facts contained in this ITT are true and accurate in all material respects, London Sport does not make any representation or warranty as to the accuracy or completeness or otherwise of this ITT, or the reasonableness of any assumptions on which this document may be based.

All information supplied by London Sport to the tenderers, including that contained in this ITT, is subject to the supplier's own due diligence. London Sport accepts no liability to tenderers whatsoever and however arising and whether resulting from the use of this ITT, or any omissions from or deficiencies in this document.

It is the responsibility of potential suppliers to obtain for themselves at their own expense all additional information necessary for the preparation of their response to this ITT. No claims of insufficient knowledge will be entertained.



Part 2 - About London Sport and London Sport Trading

About London Sport

We are here to help physical activity and sport to work better in London. Our vision is to make London the most physically active city in the world, and we have a target of helping to get 1,000,000 Londoners to be more physically active by 2020. The future health of our capital relies on hundreds of different organisations working better together. Between us, we need to improve the opportunities for Londoners to lead an active life by being more collaborative, more efficient, more diverse and more innovative.

We are here to help others do just that. As the first stop shop for physical activity and sport in London, it is our job to bring everyone together, to put London's Blueprint for a Physically Active City into action, and to help make London a stronger community for everyone (<https://www.youtube.com/watch?v=Xyi16-h7rSo>).

Governance

London Sport Trading is a private company limited by guarantee. The Company currently has one share holder (London Sport) and three Directors. Its focus is to make commercial surplus that can be reinvested in the aims and objectives of London Sport (the Charity).

The governing body of the Charity is the Board of Trustees, there are currently twelve Trustees. The Board meets formally four times a year. In addition, there are four standing committees:

- Strategy Advisory Sub Committee
- Finance Sub Committee (inc. Audit responsibility)
- Disability Sub Committee
- Nominations and Remuneration Committee

These committees are made up of members of the Board with relevant experience under specific terms of reference from the Board.

Potential candidates for both Boards are recruited through an open and transparent process, including by advertisement in the press, online and through trustee recruitment organisations, as well as on the London Sport website. Members of the Board and Committees serve for a three-year period and may be re-elected for a maximum of two further three-year terms.

Information provided

Copy 2019 Trustees Annual Report & Accounts (consolidated).

Additional information may be found on our website: <https://londonsport.org/about-us/>

Our operations

London Sport currently have 46 employees split across the following teams:

- Operations
- Marketing and Communication
- Insight, Tech & Data
- Finance, People and Governance



London Sport (the Charity) are predominately funded by Sport England, through a mixture of core funding and restricted grants. We also receive further grant funding from others including the GLA and the John Lyons Trust. All of this grant income is focussed on reducing inactivity in London through a range of interventions including:

- Satellite Clubs: funding to support 14-19 year olds
- Support to Primary Schools in relation to their Primary School Premium
- Developing the physical activity workforce

Our core funding allows us to employ a range of staff who work across our programmes, providing expert advice and access to networks in focus areas such as Disability, Physical Activity for Health and Facility & Urban Space.

In addition, we manage a co-working and collaboration space – the House of Sport – subletting office space from London Marathon Events. In addition to being the London Sport office, House of Sport residents (who rent space from London Sport) include over 20 organisations mainly focussed sport and physical activity (see more <https://houseofsport.org.uk/>).

This mix of focus, and funding, means that we have to have good financial controls to manage allocations to unrestricted, restricted and core funding. In addition to having a Finance Guidance document which supports the users of Finance and lays out how we implement our financial policies, we also have a guide for our Finance Team – How Finance Works. Following the development of these we have been subject to an Internal Audit review led by our current Audit & Tax Services provider.

London Sport Trading has a commercial focus and currently does not have any staff rather outsources much of our Commercial Function from a third-party agency, this agreement is for 2 years and we have just entered the second 12 months. The main work of the Company is in the areas of:

- Sponsorship and partnership arrangements
- The Consultancy Hub: offering expertise externally across the UK
- Sports Tech Hub: an incubator programme

Systems:

We use SAGE 50 financials, and version 25. We also have an online HR system hosted by Iris and a Grants Management System (survey monkey).



Part 3 - Terms of Reference: invitation to tender selection criteria

Scope of Audit

Commencing with the fiscal year ending 31st March 2021, the Auditor shall perform an examination of the consolidated financial statements of the Charity and its trading subsidiary, and the financial statements of the trading subsidiary, in accordance with International Standards on Auditing with the objective of expressing an unqualified opinion on these statements.

They will work closely with staff to review the system of internal financial controls, accounting procedures and processes to ensure these are adequate to meet audit standards. The Auditor will have electronic access to the relevant documents.

They will provide submission of tax returns in iXBRL format, including provision of relevant computations.

In scope:

- London Sport (charity)
- London Sport Trading (trading company)

1. Cultural fit

London Sport is seeking an auditor that understands and sympathises with our purpose, values and vision.

2. Technical competency & experience in the charity sector

We are seeking auditors that specialise in the charity sector and has a strong portfolio of charity clients. We expect our auditors to be aware of and actively leading developments in the sector and advising on best practice.

London Sport welcomes working in partnership with professional advisers and we would expect to benefit from advice in specialist areas. For example, in the last few years we have benefited from specialist advice on VAT and Internal Controls.

3. Value for money

We expect our professional advisers to be proactive in the relationship, sharing experience, knowledge and ideas so that the audit adds value in addition to meeting statutory requirements.

We would like to see a focus on reducing the overall cost of external audit & tax services to the Charity while at the same time maintaining /enhancing value.

4. Team competency

The supplier is expected to appoint a suitably skilled and experienced team to carry out the audit programme. Please provide an overview of the audit team structure, and levels of qualification and experience.

The team/a representative will also be required to meet with the London Sport Finance Sub Committee where the accounts are submitted for approval, to discuss any management letter issues, and potentially with the boards of Trustees.

We expect the Auditor to ensure a level of stability and consistency within the team throughout the term of the working relationship.

5. Audit Strategy

Your response to this invitation to tender should include an outline of your audit strategy, including how you approach auditing against key risks and where you would focus your substantive testing.

6. Audit Quality

Audit quality is important to us as an organisation and we request that your response gives details of how you monitor and maintain audit quality. Reference to external measures of quality would be preferred.

7. Year End and Audit timetable:

The below table gives the dates as they were for our most recent year end.

Activity	Based on Dates for 2019-20
Planning meeting	Feb 2020
Financial Year End	31 March
On-site (or virtual) audit visit	w/c 18 May
Audit Closure meeting	8 July
Accounts and Audit Report sent to Finance Sub Committee	18 August
Presentation of Audit Report to the Finance Sub Committee	25 August
Board Approval of Trustees Annual Report and Accounts	17 Sept

Bidders should confirm availability of key staff against a similar year end timetable for 2020/21.

8. Price

Please provide a bid price for the initial year of services as outlined in your bid. This should exclude VAT.



Part 4 - Form of Offer

External Audit & Tax Services

I **[insert individual name]** as the Authorised Representative of **[insert name of Bidder]** ('the Bidder') of **[insert address of Bidder]**

Confirms:

I have examined the information provided:

- Part 1 Instructions to Tenderers
- Part 2 Background: about London Sport and London Sport Trading
- Part 3 Terms of Reference: ITT selection criteria
- Part 4: Form of Offer
- London Sport 2019 Annual Report and Accounts (consolidated)

Agrees

1. That this offer and any contracts arising from it shall be subject to the Terms and Conditions of Contract and all other terms (if any) issued with the Invitation to Offer; and
2. To supply the services in respect of which its offer is accepted in such quantities, to such extent and at such times as ordered; and
3. That this offer is made in good faith and that the Bidder has not fixed or adjusted the amount of the offer by or in accordance with any agreement or arrangement with any other person.

The Bidder certifies that it has not and undertakes that it will not:

- a. communicate to any person other than the person inviting these offers the amount or approximate amount of the offer, except where the disclosure, in confidence, of the approximate amount of the offer was necessary to obtain quotations required for the preparation of the offer, for insurance purposes or for a contract guarantee bond;
 - b. enter into any arrangement or agreement with any other person that he or the other person(s) shall refrain from making an offer or as to the amount of any offer to be submitted.
4. That to the best of Bidder's knowledge there are not any conflicts of interest or any circumstances that could give rise to a conflict of interest in the performance of the proposed Contract. London Sport requires that all actual or potential conflicts of interest are resolved to the satisfaction of London Sport prior to the submission of Bids. In the event that any actual or potential conflict of interest comes to a Bidder's attention, that Bidder should immediately notify London Sport.

Name: (print) _____

Signature: _____



Title: _____

Date: _____

The Form of Offer must be signed by an authorised signatory: in the case of a partnership, by a partner for and on behalf of the firm; in the case of a limited company, by an officer duly authorised, the designation of the officer being state.