

Invitation to Tender for External Audit Services

XP School Trust Ltd

Tender Submission Deadline

5pm, Tuesday 30th April 2024

General Requirements

XP School Trust Ltd is seeking an experienced firm to supply external audit services to our Trust.

It is the Trust's expectation that the successful bidder shall be responsible for the operation of the external audit including:

- Pre-audit visit during the summer term, ahead of the 2023/24 audit
- Annual external audit
- Statutory accounts preparation
- Mid-year external audit review
- Teachers' Pension EOYC audit (including 2023/24 audit)
- Corporation tax submissions and tax / VAT advice
- Support with implementing management letter points
- AAR submission
- Statutory accounts preparation and corporation tax submissions for our dormant subsidiary XP School Trust (Services) Ltd

The Trust will retain responsibility for payroll and management accounts.

The initial term is one year, with the option to extend if the agreement works for all parties. The Trust will review its external auditor services at a maximum of every three years.

It is expected that the contract will commence on Monday 3rd June 2024.

Tenderers must comply with these instructions. They are designed to ensure that all tenders are treated equally and fairly and to comply with all legal requirements for public sector procurement. Failure to comply with these instructions and conditions may invalidate your tender.

As part of the pre-audit visit in the first year, we welcome additional support to ensure all handover issues have been addressed and remedied, before the audit commences.

Specific Requirements

At a minimum tenderers should comment on the below within their proposal:

- Does the firm currently audit/have any experience of auditing Academy Trusts?
- Has the firm established itself as reliable and knowledgeable, particularly within the academy sector?
- Can the firm effectively support the Trust if they have an already large portfolio of academy clients?
- Will the firm be able to offer a sufficient level of support to the Trust, both during the audit and throughout the year?
- How will the firm support the Trust to successfully clear issues in the management report?
- How will the firm ensure timely completion of the accounts, mitigating any issues that could arise?
- The fees should be clearly outlined, stating what services are included and which services are excluded, and also what circumstances would give rise to additional fees being charged.
- Which individuals will make up the audit team and what is their level of expertise? How big will this team be?
- Sample management letter
- Sample audit plan including estimated timeframes

Evaluation Criteria

The contract will be awarded on the basis of the best value tender, based on the following methods:

- Fulfilment of the outlined requirements, including support and interaction throughout the year (Weighting 50%)
- Planning and communication ahead of the annual audit (Weighting 30%)
- Size and expertise of the audit team (Weighting 10%)
- All contributing costs from a Trust-wide perspective to ensure best value (Weighting 10%)

Procurement Process

All tenders must be returned to XP School Trust Ltd as per the instructions below and arrive no later than 5pm on Tuesday 30th April 2024. Tenders that arrive late shall not be considered.

Tenders must be returned either by post or electronically to cblair@xptrust.org.

After the deadline we will review tenders with a response to all (whether they are shortlisted or not) by Friday 3rd April 2024.

Shortlisted tenderers will be invited to present to the Trust Wednesday 8th May 2024. A final decision and appointment will be made by Friday 10th May 2024.

Trust Information

School (Location)	2023/24 Pupil Numbers	2023/24 GAG Allocation	Notes
XP (Lakeside, Doncaster)	250	£1,640,080	Secondary
XP East (Lakeside, Doncaster)	250 Plus 45 Post16	£1,645,211 Plus £266,106 Post16	Secondary
Green Top (Thorne, Doncaster)	439	£1,843,680	Primary
Norton Infant (Norton, Doncaster)	183	£724,005	Infant
Norton Junior (Norton, Doncaster)	235	£1,090,204	Junior
Plover (Intake, Doncaster)	396	£1,833,154	Primary
Carcroft (Carcroft, Doncaster)	279	£1,410,064	Primary
XP Gateshead (Felling, Gateshead)	150 (increasing to 200 in 2024/25 and 250 in 2025/26)	£1,088,300	Secondary