



# Invitation to Tender for External Audit Services

XP School Trust Ltd

## Tender Submission Deadline

5pm, Friday 9th April

## General Requirements

XP School Trust Limited 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 check during the summer term, ahead of the 2020/21 audit
- Annual external audit
- Statutory accounts preparation
- Mid-year external audit review
- Teachers' Pension EOYC audit
- Corporation tax and VAT advice
- Support with implementing management letter points
- AAR submission

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 7th June 2021.

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.



## 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

## Trust Information

School (Location)	2020/21 Pupil Numbers	2020/21 GAG Allocation	Notes
XP (Lakeside, Doncaster)	250	£1,393,351	Secondary
XP East (Lakeside, Doncaster)	200 plus 47 Post16	£1,393,351	Secondary
Green Top (Thorne, Doncaster)	462	£1,524,361	Primary
Norton Infant (Norton, Doncaster)	202	£666,708	Infant



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Norton Junior (Norton, Doncaster)	242	£960,066	Junior
Plover (Intake, Doncaster)	356	£1,465,192	Primary
Carcroft (Carcroft, Doncaster)	312	£1,038,942	Primary Conversion expected 01/04/2021 Awaiting GAG statement so figures are estimated based on current Block Funding from the LA
XP Gateshead (Felling, Gateshead)	0	£300,000	Secondary Pre-opening stage - opening date 31/08/2021 £300,000 pre-opening grant

## Procurement Process

All tenders must be returned to XP School Trust Ltd as per the instructions below and arrive no later than 5pm on Friday 9th April.

Tenders must be returned either by post or electronically to [accounts@xptrust.org](mailto:accounts@xptrust.org). For those who choose to return their tender via post this should be returned to:

External Audit Tenders  
XP School Trust Ltd  
Middle Bank  
Doncaster  
DN4 5NG

Tenders that arrive late shall not be considered.

After the deadline we aim to have a week where we can review tenders with a response to all (whether they are shortlisted or not) by Friday 16th April 2021.

Shortlisted tenderers will be invited to present to the Trust during the week commencing Monday 19th April 2021. A final decision and appointment will be made by Friday 23rd April 2021.



## 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%)

If you have any further questions please email [accounts@xptrust.org](mailto:accounts@xptrust.org).