



Age & Opportunity

Invitation to Tender for Internal Audit Services

Closing date for receipt of tender: 9th of September 2021 at 12 noon

Summary

Age & Opportunity invites tender submissions from interested Auditing Services Suppliers to provide internal auditing from 1st January 2022.

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

- Part 1: Background information
- Part 2: Age & Opportunity's requirements and other considerations
- Part 3: Tender process
- Part 4: General tender information, terms and conditions

Interested Internal Auditing Services Suppliers should submit a proposal by email to:

Karen Horgan, CEO, at Karen.horgan@ageandopportunity.ie by 12 noon on Thursday the 9th of September 2021.

Part 1: Background information

Age & Opportunity

Who we are

Age & Opportunity is the leading national development organisation improving the quality of life of older people. We do this by:

- championing the creativity and value of older people;
- combating stereotypes and negative views of ageing;
- developing inclusive and engaging experiences which respond to the interests and needs of the diverse older adult population;

- developing, testing and measuring the impact of pioneering programmes and approaches;
- making evidence available to policy-makers and service providers;
- working with partners and stakeholders to ensure that Ireland's policies, strategies and programmes are directly informed by the needs and experiences of older people.

Our Programmes

We provide opportunities for older people to be more active, more creative, more visible, more connected, more often in the following ways:

Age & Opportunity Arts is a dedicated programme which supports the participation and representation of all older people in cultural and creative life in Ireland, demonstrating and celebrating how our creative potential can improve with age. We do this work by supporting and resourcing artists, collaborating with arts organisations and encouraging involvement in arts activities by people all over Ireland.

Age & Opportunity Active is the national physical activity programme for older people funded by Sport Ireland and the HSE. The programme is designed to get us more active. Our Go for Life Games are a national celebration of older people taking part in physical activity. Every June we run a national event, when over 300 participants and teams from every county come together to take part in a full day of sport. The event is a variety of fun games and sports specifically adapted to be more inclusive of all ages and abilities.

Other initiatives we run include a telephone mentoring service called FitLine and our very popular PALs (Physical Activity Leaders) training suitable for anyone interested in leading physical activity programmes in their community.

Age & Opportunity Engage is a programme which offers a range of learning initiatives, courses and workshops for personal development as well as opportunities for us to play an active role in our community. Our aim is to facilitate participants to develop resilience, build the skills, know-how and the foresight to achieve the best quality of life. We believe that people who work directly with older people - or whose work affects the lives of older people - should be conscious of the needs of older persons and the value of older persons' participation in society. As organisations become increasingly aware of the contribution of their older employees, customers and clients – they will benefit from our bespoke training, facilitation and range of national workshops and courses.

Read more about our work at <https://ageandopportunity.ie/about-age-and-opportunity/governance/>

Part 2: Age & Opportunity's requirements and other considerations

We are seeking to engage an experienced **Internal Auditing Services Supplier** who will provide the full range of internal auditing services required in order to fulfil our governance and funding agreement requirements.

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

1. Internal Auditing

- the internal audit function should be conducted within professional guidelines for internal auditing and financial and management accounting;
- the internal audit function lead should report directly to the Audit and Risk Committee of the Board;
- the internal audit function should evaluate and improve in a systematic and disciplined manner, the effectiveness of risk management, control and governance processes in the organisation;
- the internal audit function should have the necessary skills, including skills to deal with non-financial aspects;
- the internal audit function should liaise with the external auditors of the organisation frequently;
- in planning, executing and reporting its work, the internal audit function should ensure that proper account is taken of value for money.

2. Communication

- Promote effective two-way communication between auditor/its representatives and the Audit and Risk Committee.
- Provide an overview of the planned scope and timing of internal audits.
- Confirm, in writing, matters discussed and any agreed actions.

Duration of contract:

The contract will be for the internal audit services for three years (with two internal audits every year) commencing with the period from 1 January 2022.

The time allocation for each of the six internal audits will be six days.

The three-year contract is subject to the services being satisfactorily delivered each year and the option for Age & Opportunity 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 increased 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. Age & Opportunity's internal auditing services supplier must be familiar with compliance with FRS102.

Charities Regulatory Authority's Governance Code and the Governance Code for Sport

These Governance Codes are resources to assist community, voluntary and charity organisations, develop their overall capacity in terms of how they run their organisation. Age & Opportunity is fully compliant with both of these codes. Applicants must familiarise themselves with the requirements highlighted under these codes.

Software packages used Age & Opportunity

Age & Opportunity currently uses TAS for its day-to-day accounting records for all transactions. It also uses Sage payroll to manage monthly payroll. Salesforce is used as the organisation's CRM.

General Data Protection Regulation

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

Retention of access to Age & Opportunity records

During the course of your work with Age & Opportunity 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 Karen Horgan, CEO, by 12 noon on Thursday the 9th of September 2021.

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 internal audits;
 - 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, based on how you plan to deliver on the above listed requirements including a proposed schedule of internal audits for the next three years, outlining your proposed approach to meet Age & Opportunity's internal 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.

Evaluation Criteria

Tenders will be evaluated on the information provided at the time of tender. Tenders received will be marked out of 100 as follows:

Criteria	Marks Available
Service delivery methodology	40
Understanding of Age & Opportunity's internal audit requirements	10
Value for money	20
Knowledge of the charity sector and added value	10
Capacity of your firm and access to relevant personnel	10
Other, including additional suggestions	10
Total	100

Based on the above criteria, shortlisted Internal Auditing Services Suppliers may be asked to meet with Age & Opportunity to discuss their proposal in more detail. Requirements for this meeting will be forwarded on selection.

Queries or clarifications:

Contact Lasarine O'Carroll, Financial Controller, at Lasarine.ocarroll@ageandopportunity.ie

Closing date for receipt of tender: **Thursday the 9th of September 2021 at 12 noon**

Return tender to: Karen.horgan@ageandopportunity.ie

Part 4 – General tendering information, terms and conditions

CONFIDENTIALITY: All the information contained in this document is confidential to Age & Opportunity 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 Age & Opportunity.

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: Age & Opportunity shall notify acceptance of the tender to the successful Tenderer as soon as reasonably practicable, and in any event by 31st October 2021.

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: Age & Opportunity 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 Age & Opportunity 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 Age & Opportunity 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 Age & Opportunity 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 Age & Opportunity 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. Age & Opportunity 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

