TENDER RESPONSE – PART D – QUALITY EVALUATION FOR EXTERNAL AUDITOR FOR BCP COUNCIL CONTROLLED CHARITIES

Strategic Procurement

DN630151

Author: Strategic Procurement

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Evaluation Criteria Questions to be Scored

This document sets out the questions asked as part of the Quality Evaluation of the procurement exercise. Bidders should therefore ensure that have read and fully understood the contents of the ITT and the evaluation approach taken to assess responses to these questions as set out in Section 5 of the Invitation to Tender.

The following Quality questions cover the specific services required by the Council. Answers should be concise and include examples of relevant contracts to demonstrate experience wherever possible.

Bidders must respond fully to each question and not simply refer to another answer or annexed document unless a question states that it is permissible. Where a Bidder fails to provide a response for a question(s) the Council will automatically award a score of “0” in respect of that question(s) and the Council reserves the right to reject that Bidder and not to consider that Bid further.

Bidders are encouraged to provide sufficient detail when responding to each question.

In providing responses to the questions set out in this document, **Bidders should not assume that the Council has any prior knowledge of the Bidder, its practice, reputation or its involvement in existing services, projects or procurements. In evaluating responses to these questions the Council will only consider information provided in response to these questions**.

Page Limits Per Question

Responses should not exceed the page limits indicated within each question.

The page limit is based on a single side of the size of the paper indicated for each criteria in the table below. The page limit is inclusive of text, drawings, diagrams, screen prints, flow charts or any other form of presenting a response. All text should be Arial font size 11.

Responses to each question should be completed on separate documents, clearly identified as being a response to each question. Once the response has been completed, it should be saved (preferably as a PDF document) in the naming format indicated below for that question. Please ensure when you upload your response to ProContract, that you attach your document for each of the questions below.

Question Weightings

The quality questions will be evaluated, scored and the weightings applied to each evaluation criteria question outlined in the Section 5 of the Invitation to Tender.

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Criteria Number	Evaluation Criteria
D1	**Bidders experience of undertaking External Audits for local authority wholly controlled charities and how they will use this experience to successfully approach the delivery of the services** Please provide details of your organisations experience of providing external audit services for local authority wholly controlled charities. Please provide details of organisations that you have delivered these services for within the last three years. Please provide details as to how you will use your experience to successfully deliver the services.
	Please complete your response to this question within a separate document. Once you have finished your response, please save the document (preferably as a PDF) as 'Response to D1 - *Bidder Name*' and upload as part of your tender submission. Please ensure that you do not exceed the maximum page limit for this question of 4 A4 pages.
D2	**Bidders approach to the delivery of the External Audit Services for BCP Council wholly controlled charities including how they will meet the required deadlines** Please provide details of your organisations approach to the delivery of the external audit services for BCP Council wholly controlled charities. Please provide details of your working approach to the delivery of all the requirements that are outlined in the specification. Please provide detail as to how your organisation will work with BCP Council and the wholly controlled charities to provide all the documentation required for each entity. Please provide details on your methodology for the delivery of the services including how you will structure the completion of the services. Please explain where requests for information will be made and the timelines that will be given for providing information. Please provide details as to how you will communicate with the organisation through the delivery of the services. Please provide details as to how you will ensure that the external audits are completed within the required deadlines
	Please complete your response to this question within a separate document. Once you have finished your response, please save the document (preferably as a PDF) as 'Response to D2 - *Bidder Name*' and upload as part of your tender submission. Please ensure that you do not exceed the maximum page limit for this question of 4 A4 pages.
D3	**Bidders approach to the staff who will be utilised to deliver the External Audit Services for BCP Council wholly controlled charities** Please provide details of the staff that will be utilised to deliver the external audit services for BCP Council wholly controlled charities.

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	Please provide details as to how you will ensure that there is a single point of contract or each audit (one point of contact can cover more than one audit). Please provide details of the qualifications, experience and skill that each staff member will have. Please provide details of your staffing structure for the delivery of services in order to successful deliver the services.
	Please complete your response to this question within a separate document. Once you have finished your response, please save the document (preferably as a PDF) as 'Response to D3 - *Bidder Name*' and upload as part of your tender submission. Please ensure that you do not exceed the maximum page limit for this question of 4 A4 pages.
D4	**Bidders approach to delivering services sustainably and reducing the carbon impact of their organisation in the delivery of the services** Please provide details of your organisations approach to delivering the services sustainably and working to reduce the carbon impact of your organisation in the delivery of services. Please provide details as to how your organisation is working to reduce the carbon impact of your organisation.
	Please complete your response to this question within a separate document. Once you have finished your response, please save the document (preferably as a PDF) as 'Response to D4 - *Bidder Name*' and upload as part of your tender submission. Please ensure that you do not exceed the maximum page limit for this question of 2 A4 pages.

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