



**COTSWOLD**  
DISTRICT COUNCIL

## **Invitation for the Opportunity To Tender For Audit Cotswolds Management Software**

Applications are invited from suitably qualified contractors who wish to be considered as contractors to Cotswold District Council for the following forthcoming project.

**Project Title:** Audit Cotswolds Management Software

**Project ref:** CDC 2015-005

**Summary:**

### **Introduction - About Audit Cotswolds**

The Audit Cotswolds team provides internal audit services for Cheltenham Borough Council, Cotswold District Council and West Oxfordshire District Council. In addition we also provide internal audit services for Cheltenham Borough Homes, GO Shared Services (an internal shared finance and human resource service), The Cheltenham Trust and Ubico Ltd.

The mission of the Audit Cotswolds partnership is to provide independent, objective assurance and consulting services designed to add value and improve the partner Council's operations.

The Audit Cotswolds partnership began in 2009 with an agreement between Cheltenham Borough Council and Cotswold District Council to combine their Audit services. West Oxfordshire District Council then joined the partnership in 2011.

### **Why we are seeking to procure an Audit Management System**

After many years of using various versions and templates of Microsoft Excel spreadsheets and Word documents all being held within a Windows Explorer filing system with no document integration, it was clear that a more effective working arrangement was required.

There was also the need to gain greater control over, and efficiencies within, some key areas, including; work scheduling, internal audit reviews, the work of the audit team members, supporting and ensuring consistent working practices and generating greater efficiency and effectiveness.

It also became apparent, because of the increased number of clients and therefore workload, that the most effective and efficient delivery of the audit process and product would be to install a system that helps to automate many of the audit review delivery steps and to simplify the development of the audit report.

The system would also need to simplify the auditors time recording as, at

present, their time is recorded on Excel spreadsheets which are manually created on a month by month basis and manipulated to support performance (time taken) review and work scheduling; these processes being resource intensive.

### **System delivery options**

Initial investigations have shown that there are two delivery options;

- To host the system at the site of the primary ICT providers to Audit Cotswolds which is Cotswold District Council (client installed) or,
- For the selected system contractor to host the system on behalf of Audit Cotswolds (provider hosted).

### **Estimated timescales:**

<b>Dates</b>	<b>Activity</b>
12 January 2016 (17:00 Hours)	Request For Clarification (Providers can seek requests for clarification up to and including this date)
19 January 2016 (17:00 Hours)	Return of tender submissions from interested providers
01 February 2016 (tbc)	Notification of Evaluation / Contract Award
08 February 2016 (tbc)	Project Commencement Date / Inception Meeting
31 March 2016	Latest date for Project Completion
01 April 2016	'Go-live' date

**Approx. Value:** £25,000 – £40,000 dependent on whether a Client Installed on site Solution or Provider Hosted Solution for a three year period

**Contract period** Three years with a possible extension for 12 months dependant on performance and funding.

**Contract form:** CDC Contract

**Contract type:** ICT Software contract

**Procedure type:** Open

48400000

**CPV Code:**

**Evaluation of Tender:** Weighting criteria will be used in the evaluation of tenders:  
Price 40%, Quality 60%

### **Tender**

**Documents:** The tender documents are available to download on Contracts Finder via the attached link:

<https://www.contractsfinder.service.gov.uk/Notice/d3f03b2d-64d7-415d-ade2-4c26fd1b3dc5>

**Questions of  
Clarification:**

Questions of clarification should be submitted by email to [procurement@gosharedservices.org.uk](mailto:procurement@gosharedservices.org.uk) by **17:00 hours Tuesday 12 January 2016**. To be headed "CDC Audit Software Question of Clarification"

We will endeavour to acknowledge your Questions of Clarification by return email within 24 hours of receipt. If you do not receive an emailed acknowledgement within this time would you please contact Procurement on 01285 623324 to confirm that it has been received and registered.

**Tender  
Returns:**

Tender submissions should be delivered in hard copy in accordance with Schedule 1 attached by **1700 hours Tuesday 19 January 2016** to:

Business Partner – Procurement

Cotswold District Council

Trinity Road, Cirencester GL7 1PX