



Process for tendering for internal audit services

Outcome requested:	Audit and Risk Committee is invited to approve the process for tendering for internal audit services during 2016-17.																			
Executive Summary:	<p>It has been agreed to conduct a tender process during 2016-17 for internal audit services to be provided from 01 August 2017 in line with the terms of reference of Audit and Risk Committee.</p> <p>This paper sets out the process and proposed timetable.</p> <p>Audit and Risk sub-Group</p> <p>It is proposed to establish an Audit and Risk sub-Group (ARSG) to oversee the process, with the following membership:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <tr> <td style="width: 50%;">Chair of ARC</td> <td>David Willis</td> </tr> <tr> <td>Member of ARC</td> <td>Melissa Tatton (<i>subject to there being no conflict of interest</i>)</td> </tr> <tr> <td>Finance Director</td> <td>Jo Jones (<i>or delegate</i>)</td> </tr> <tr> <td>Head of Procurement</td> <td>Bahar Shahin</td> </tr> <tr> <td>Secretary</td> <td>Rachel Soper</td> </tr> </table> <p>The terms of reference will cover the following:</p> <ul style="list-style-type: none"> How firms should be invited to tender; Agreeing specification of requirements; Agreeing how bids are to be evaluated; Evaluating tenders and interviewing suppliers; Making recommendation to Audit and Risk Committee and Council. <p>Proposed timeline</p> <p>It is intended to complete the selection process by the end of December 2016 to permit approval by Council at its meeting in February 2017.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="width: 50%;">Action</th> <th style="width: 25%;">Approval/Action by</th> <th style="width: 25%;">Date</th> </tr> </thead> <tbody> <tr> <td>Approval of tender plan and process</td> <td>QMSE</td> <td>20 September 2016</td> </tr> <tr> <td>Approval of tender plan and process</td> <td>Audit and Risk Committee</td> <td>03 October 2016</td> </tr> </tbody> </table>	Chair of ARC	David Willis	Member of ARC	Melissa Tatton (<i>subject to there being no conflict of interest</i>)	Finance Director	Jo Jones (<i>or delegate</i>)	Head of Procurement	Bahar Shahin	Secretary	Rachel Soper	Action	Approval/Action by	Date	Approval of tender plan and process	QMSE	20 September 2016	Approval of tender plan and process	Audit and Risk Committee	03 October 2016
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	Approval of tender document – including : <ul style="list-style-type: none"> Evaluation criteria Methodology Statements	Audit & Risk sub-group	W/C 03 October 2016
	Invitation to Tender (ITT) Documents issued	Procurement	Monday 17 October 2016
	Deadline on clarifications and queries on the tender Documents	Procurement	Friday 28 October 2016
	Deadline for return of tenders	Procurement	Friday 11 November 2016
	Evaluation of Tenders and shortlist	ARSG	W/C 14 November 2016
	Clarification and Interviews of shortlisted tenderers	ARSG	W/C 5 December 2016
	Final moderation of Evaluation	Procurement	W/C 12 December 2016
	Approval/recommendation of internal audit services provider	QMSE	17 January 2017
	Approval/recommendation of internal audit services provider	Audit & Risk Committee	7 February 2017
	Approval/recommendation of internal audit services provider	Council	16 February 2017
	Audit and Risk Committee is invited to approve the proposed process and timeline for appointing internal auditors with effect from 01 August 2017.		
QMUL Strategy: strategic aim reference and sub-strategies [e.g., SA1.1]	Effective governance supports the achievement of all strategic aims.		
Internal/External regulatory/statutory reference points:	HEFCE Memorandum of Assurance and Accountability Audit Code of Practice Audit and Risk Committee Terms of Reference		
Strategic Risks:	13 Maintain effective and constructive governance		
Equality Impact Assessment:	None required		

Subject to prior and onward consideration by:	QMSE, 20 September 2016 Audit and Risk Committee, 03 October 2016
Confidential paper under FOIA/DPA	NO
Timing:	Recommendation to be considered by Audit and Risk Committee on 07 February 2017 and approved by Council on 16 February. Internal auditors to be appointed with effect from 01 August 2017.
Author:	Rachel Soper, Assistant Registrar (Council and Governance)
Date:	13 September 2016
Senior Management/External Sponsor	Laura Gibbs, Chief Operating Officer