

Glasgow Kelvin College
Audit and Risk Committee – 26 November 2024
Internal Audit Tender – Scope & Timeline
Report by Vice Principal Operations

1. Introduction

A report was presented to the Audit and Risk Committee (ARC) at its meeting on 14 May 2024 in relation to the Internal Audit Services Contract. At this meeting it was agreed that:

- Henderson Loggie would be reappointed as Internal Auditors for Academic Year 2024/25;
- Henderson Loggie, who are top of the Audit Services Framework, would be reappointed to carry out the Student Funding and Credits Audits from 2025 to 2027, with the option to extend a further two years; and
- a mini competition would be carried out under the Framework for all Audit Services, except Student Funding and Credits.

This paper has been prepared to provide the ARC with information relating to the mini competition process.

2. Process & Timelines

The process and indicative timelines are presented in the table below.

PROCUREMENT ACTIVITY	DATE
Issue OJEU/FTS Notice and ITT	11 th February 2025
Deadline for clarification questions from Tenderers	27 th February 2025
Deadline for College to respond to clarification questions	4 th March 2025
Deadline for Tender Response	11 th March 2025 at Noon
Evaluation of Tenders	12 th March – 30 th April 2025
Presentations (as part of the evaluation)	Week commencing 14 th April 2025
ARC approval of recommended Internal Auditor	Week commencing 21 st April 2025
Contract Award	1 st May 2025
Lead in Period	1 st May – 1 st August 2025
Presentation of appointed supplier to the ARC	13 th May 2025
Commencement of Contract	1 August 2025

As there is not a scheduled ARC Meeting until the tender process is complete, the Committee is asked to decide whether it wishes a short meeting to consider the recommendation, or whether it is happy to do this by email circulation.

A proposed Invitation to Quote (ITQ) is attached at [Appendix 1](#) for information.

3. Resource Implications

Depending on the Internal Auditor appointed during the tender process, there may be resource implications associated with the contents of this report. The cost of the Internal Audit Services is reviewed annually and included in the College budget.

4. Impact on Students

There are no adverse impacts on students as a consequence of anything within this report.

5. Equality Impact

No negative impacts on people with protected characteristics have been identified as a consequence of this report.

6. Risk and Assurance

No new risks have been identified as a consequence of the contents of this report.

The timeline for completing the tender process and ensuring that an internal audit contract is in place for the start of Academic Year 2024/25 is considered to be reasonable.

7. Data Protection

There are no data protection issues identified as a consequence of this report.

8. Environmental and Sustainability

There are no Environmental and Sustainability implications arising as a consequence of this report.

9. Recommendations

Members of the Finance and Resources Committee are recommended to

- i) note the contents of this report and its appendix;
- ii) provide comment on the ITQ; and
- iii) decide whether a short meeting will be convened to consider the recommendation from the Internal Audit tender process, or whether this can be done via email.

10. Further Information

Members may obtain further information relating to the contents of this report from Jeanette Evans, Vice Principal Operations, jevans@glasgowkelvin.ac.uk.

JE
Glasgow Kelvin College
November 2024