

Liberties & Rialto Home Help Services: Invitation to Tender - Audit Services (<https://www.activelink.ie/node/112258>)

Tender for Audit Services

Background

Liberties and Rialto Home Help Services CLG (LRHH) is a not for profit, voluntary, charitable organisation, that provides home help and homecare support services to older persons in Dublin 8 and is a HSE Approved Service Provider.

LRHH has a voluntary board of directors and currently employs 40 staff. Our annual turnover is approximately €1m and we use SAGE Accounts. We are funded by the HSE.

LRHH invites tender submissions from interested Auditors to provide auditing and associated professional services to the organisation from the year ending 31 December 2024. This will comprise of planning and conducting the annual statutory audit of LRHH and additional relevant services.

Requirements

LRHH is seeking to engage an experienced firm of Auditors with experience of the Home Care sector. We require a full range of auditing services in order to fulfil our statutory obligations and to comply with relevant accounting and reporting standards and best practice. The accounts are prepared in accordance with the Companies Act 2014 and FRS 102 The Financial Reporting Standard applicable in Ireland and the UK and the Charities Act 2009.

Annual Auditing Services

- The range of services for which the successful company of auditors may be responsible include, but are not restricted to:
- Conducting the annual financial audit as per applicable law.
- Identify and assess any risks associated with the preparation of the financial statements.
- Evaluate the appropriateness of accounting policies and procedures used.
- Carry out a pre-audit meeting with senior management and the chairperson of the board.
- Provide a Management Letter post accounts to the directors to highlight any matters of significance identified during the audit.
- Attend and present the audited accounts at the Annual General Meeting.
- File returns with the Companies Registration Office.

Duration of contract

The contract will commence from and include the year ending 31 December 2024 and continue for two (2) years (to year ending 31 December 2025), subject to the services being satisfactorily delivered each year. The contract may be terminated earlier by either party.

Retention of Records

During the course of your work you will have access to various documentation. You will be required to only take copies of any documentation required for audit purposes and any such documentation must be destroyed after seven (7) years, with the exception of documentation that is agreed to be of continuing significance.

Tenders

The proposal should contain the following information:

- Evidence of conducting annual audits for companies operating in the home care sector.

- Brief information on the staff that will conduct / oversee the audit process.
- Name of two (2) clients for whom you have conducted annual audits in the past twelve months including telephone number and email address. We will not contact your references without your prior permission.
- An outline of who you will approach the audit process.
- A detailed breakdown of the costs in euros including and excluding VAT.
- Payment requirements.

Essential Documentation

The successful Tenderer must have a valid tax clearance certificate for the contract's duration which together with an auditing practice certificate and evidence of professional indemnity insurance, are to be provided prior to signing a contract.

Tender Evaluation & Shortlisting

- Tenders received will be evaluated out of 100 marks as follows:
- Understanding of the Tender - 25 points.
- Proven experience within the home care sector – 25 points.
- Value for Money – 20 points.
- Experience of associated personnel – 15 points.
- Knowledge of the nonprofit sector – 15 points.
- Shortlisting may apply after scoring and candidates may be invited to interview. Shortlisting does not automatically mean an invitation to interview.

Further Information

Further information may be obtained by sending an email to Info@landrhh.com (<mailto:Info@landrhh.com>) with the words “**Audit Tender**” in the subject line. All inquiries will be acknowledged.

The closing date for tenders is **3rd of December**.

Region

Dublin 8

Date Entered/Updated

19th Nov, 2024

Expiry Date

3rd Dec, 2024

Source URL: <https://www.activelink.ie/vacancies/tenders/112258-liberties-rialto-home-help-services-invitation-to-tender-audit-services>