

Invitation to Tender
to become the
Accountancy Preferred Partner
of the
Scottish Sports Association

November 2017

STRICTLY PRIVATE AND CONFIDENTIAL

Abstract

The Scottish Sports Association (“SSA”) is introducing a new Preferred Partners programme to support the work of the SSA and across Scottish sports.

The SSA is presently evaluating and considering the appointment of an Accountancy Preferred Partner. This invitation to tender document outlines the process for tendering, evaluation and appointment of the accountancy strand of the programme.

1 PURPOSE OF THE DOCUMENT

- 1.1. The Scottish Sports Association ('SSA') is undertaking a review of accountancy services provision and invites accountancy providers ('The Tenderer') to submit a 'Tender' to offer these services to both the SSA and our members as the exclusive SSA Preferred Partner supplier. The SSA already provides a number of shared services to our members and is keen to provide further support to our members in the area of accountancy services. The SSA is committed to collaboration across the sporting sector in Scotland in the provision of services and support to SSA members.
- 1.2. It should be noted that all of the information included in this document is strictly confidential and should not be disclosed to any third parties or used for any purpose other than tendering for the provision of services. Tenderers may not make any statements, speeches, broadcasts or issue any news release, articles, brochures, advertisements, or any other written material, or cause any information to be published electronically, with respect to any matter regarding this document, including a Tenderer's participation in this process, and decision of the SSA, and any subsequent award of contract or activity relating to this document or process, without the prior written approval of the SSA.
- 1.3. The SSA makes no warrants or guarantees any of the information supplied in this document.

2 ABOUT THE SCOTTISH SPORTS ASSOCIATION

- 2.1 The SSA is the independent and collective voice for Scottish Governing Bodies (SGBs) of sport; we exist to represent and support SGBs.
- 2.2 We bring our members together with a wide range of partners aiming to ensure that sports policies, and those that impact on sport, work in harmony so as to be most effective in practice. We work together with Scottish Government, Scottish Parliament, sportscotland, business, the voluntary sector and other key organisations, to shape, strengthen and promote sport in Scotland.
- 2.3 We represent the interests of our members and have 50 full members and 15 associate members. SGBs are responsible for the governance, development and delivery of their individual sports and provide a formal structure for the 900,000 sportsmen and women who are members of Scotland's 13,000 sports clubs. Many of these organisations are run on a not-for-profit basis and are managed by volunteers. They provide coaching, competition and participation development opportunities within their local communities and most of the 195,000 people who volunteer in sport do so within the club structure.
- 2.4 Information supplied to Tenderers in writing, contained in any publication notified to the Tenderer, is only for general guidance in the preparation of a proposal. Tenderers must satisfy themselves, by their own investigations, with regard to the accuracy of any such information, and no responsibility is accepted by the SSA for any direct or consequential loss or damage, of whatever kind howsoever caused, arising from the use by Tenderers of such information.
- 2.5 This document is not a contract offer by the SSA and, therefore, a response to this does not bind the SSA in any way. In the event of award, the successful proposal will be governed by the terms and conditions in the subsequent contract.

3 OUR MEMBERS

- 3.1 Our members cover over 50 different sports and we truly believe that amongst this breadth there is a sport for everyone to enjoy, regardless of age, ability or background. Our members include the largest SGBs and the smallest; including those with no staff.
- 3.2 Many of our members are Companies Limited by Guarantee, a few are registered charities, a few have charitable arms to the Company and a small number remain unincorporated.
- 3.3 Many of our members require the provision of quality, fit for purpose accountancy services, provided by ICAS registered accountants, which both meet and understand the needs of SGBs as sporting voluntary bodies. The accountancy needs of our members varies by size, with some requiring full audits with others requiring only examinations and preparation of statutory annual accounts.

4 THE SIZE OF THE SECTOR

- 4.1 According to sportscotland research, sport contributed £2.1 billion to the Scottish economy in 2012 and was responsible for 2.5% of all jobs in Scotland. There are 52,300 full time sport related jobs in Scotland. It is also estimated that 2.6% of total consumer spend in Scotland results from sport.
- 4.2 We support 50 SGB full members and 15 associate members. Our full members support 13,000 sports clubs which support 900,000 sportsmen and women who are members of these clubs; that's almost one-fifth of the Scottish population.
- 4.3 The turnover of our members varies by size, ranging from tens of thousands to tens of millions.

5 REALISING THE VISION THROUGH CORPORATE PARTNERSHIPS

- 5.1 The SSA is embracing a period of change, including developing a number of new services to further support our members, by developing routes to market for different kinds of companies in the business-to-business market place. Accountancy services is clearly a significant area for all of our members. The SSA is held in high esteem by our members and this provides our Preferred Partners with a receptive network of potential new clients.
- 5.2 Due to the diverse nature of our member organisations – some have a high staff resource, whilst others are entirely volunteer-led – the SSA's strong reputation and unique positioning in the heart of the sector provides opportunities for members to access products and services from a range of Preferred Partner suppliers which minimises the work associated for our members in the initial screening of potential service providers.

6 CURRENT ARRANGEMENTS

- 6.1 The SSA currently supports a number of shared services for our members and is looking to add accountancy services as a new Preferred Partner opportunity for our members. The provision of the SSA's own accounting services is included within this opportunity.
- 6.2 Therefore, we are inviting Tenders offering high quality, fit for purpose accountancy services which meet the needs of our members to present their Tender for the rights to become the SSA's exclusive Accountancy Preferred Partner.
- 6.3 For guidance purposes, we have provided a list of possible accountancy services that can be offered to SSA members' business-to-business market and the business-to-consumer market (below). This list is

by no means exhaustive and it is for the Tenderer to decide which accountancy services they wish to provide and new ideas are welcomed.

- Year-end accounts (preparation, audit or year-end reviews);
- Tax returns (VAT and corporation tax returns);
- Management accounts (preparation or advisory);
- Bookkeeping support;
- Financial forecasting;
- Secretarial support (Companies House returns etc);
- Advisory updates.

7 ADDED VALUE

7.1 This document sets out the current requirements for the SSA for a new members' accountancy service. We also invite the Tenderer to provide details of any added value items or services that you are able to offer today, or are planning to develop, which would be of benefit to the SSA and our members. We are also interested in hearing about the potential for this accountancy service to be available from the SSA, via our members, to support their club networks and potentially their partners.

8 THE SSA'S PREFERRED PARTNER PROGRAMME

To support our new Accountancy Preferred Partner, the SSA offers the following as a package of assets which can be activated by the partnership, in addition to the provision of marketing services, including:

Marketing opportunity:

- Personalised introductions to key member organisation contacts;
- Endorsed introduction to all SGB prospects;
- Opportunity to co-host an event with the SSA for our members to deliver key messaging;
- Opportunity to present products to SSA's members.

Intellectual property (IP) and branding:

- Visible presence on SSA website, with links to landing page for the Preferred Partner organisation;
- Opportunity and right to run an educational support programme for SSA members on a particular subject/offer/business solution;
- Social media interaction and promotion with Partner's company social media profile, including LinkedIn and Twitter;
- Right to use marks and IP in all marketing campaigns, subject to the approval of the SSA.

Additional Benefits:

- Exclusive specified preferred partner status;
- Dedicated point of contact within the SSA (dedicated Account Manager);
- Use of the SSA logo to highlight Preferred Partner status.

Increased rights and benefits may be activated for a higher level of investment:

- Brand recognition (along with other Preferred Partners) in the SSA's member e-bulletin for the duration of the partnership;

- Opportunity to share a dedicated e-shot with SSA members via the SSA;
- Opportunity for marketing materials to be included in delegate packs at key events including the AGM;
- Inclusion of logo branding (at a level similar to other Preferred Partners) on all SSA core marketing material;
- Potential support to reach member clubs in Scotland.

9 TENDER EVALUATION

9.1 Instructions on how to format your tender response are outlined in Appendices A and B. The successful Tenderer will be selected and evaluated principally based upon the following criteria:

- The quality, relevance and price of the accounting services offer to our members;
- Proposed financial sponsorship investment in the SSA Preferred Partnership programme - and any activation;
- Any current involvement with sports bodies, clubs or governing bodies of sport;
- Added value, innovation and corporate social responsibility.

9.2 The SSA intends to award the contract by 20 December 2017 with a view to the service commencing with effect from 8th January 2018, for a minimum period of three years with options to renew thereafter.

10 SELECTION

10.1 No service provider will be guaranteed any supply of business, nor will the service providers and any individual member of it, be the sole supplier of advice and services to the SSA and/or our members.

In particular, the SSA and our members reserve the right to use other services providers, whether by open competitive tender or through any alternative process as they so elect.

10.2 There may be no clear 'winner' and the panel, on behalf of the SSA, may elect not to proceed with any of the received tenders.

10.3. The SSA will seek to evaluate and appoint an Accountancy Preferred Partner based on the following weighting, out of 100 total marks:

- 10.3.1. Quality, relevance and price to the SSA and our member bodies; (weighting: 50 marks)
- 10.3.2. Proposed Investment into the SSA Preferred Partners programme and any activation; (weighting: 40 marks)
- 10.3.3. Any current involvement with sports bodies, clubs or governing bodies of sport; (weighting: 5 marks)
- 10.3.4. Added value, innovation and any relevant CSR initiatives or involvement within the community (weighting: 5 marks).

11 PRICING INFORMATION

11.1 All prices quoted must be exclusive of VAT and quoted in pounds sterling and state the amount of VAT due. All prices must be firm and valid until the end of the contract to access the relevant package of assets detailed above.

12 GENERAL CONDITIONS

12.1 The SSA reserves the right to accept or reject any or all of the proposals and/or negotiate suitable modifications.

12.2 Non-compliance by the Tenderer with any of the terms of this review may result in their exclusion from further consideration.

12.3 All costs and expenses incurred by the Tenderer during the course of this review shall be borne exclusively by the Tenderer.

12.4 Tenders shall remain open for acceptance for a period of not less than one hundred and twenty days from the date of dispatch. Proposals may be accepted by the SSA at any time during this period.

12.5 The SSA reserves the right to change the tender timetable, to reject any or all of the proposals received or not to invite any Tenderer to proceed further. Under no circumstances shall the SSA incur any liability in respect thereof.

12.6 Following evaluation of the tender document, the SSA may choose to invite compliant Tenderers for interview, to present their bid and demonstrate their solution. The presentations should not provide any new information over and above that provided in the written response but can be used to provide clarification of the proposal. It is anticipated that any interviews would take place 14/15 December 2017.

12.7 The SSA will expect all Tenderers to be able to show how they demonstrate sustainability in their operations in line with the SSA's recognition of the importance of driving sustainable procurement.

13 PROCUREMENT TIMETABLE

Milestone	Responsibility	Completion Date
Tender issued to interested parties	SSA	2 November 2017
Registration of interest to Tender	Tenderers	10 November 2017
Deadline for submitting enquiries	Tenderers	17 November 2017
Tender return date	Tenderers	24 November 2017
Presentations (if required)	Tenderers/SSA	14/15 December 2017
Issue of contract award letter	SSA	20 December 2017
Contract commences	SSA	8 January 2018

Appendix A

1 RECEIPT & RETURN OF TENDER

- 1.1. The Tenderer should acknowledge receipt of the above documentation and confirm their intention to submit a tender by 12 noon on 10 November 2017 by completing appendix C, which is to be submitted by email.
- 1.2 An emailed copy of the Tender should be returned to Marcin Zdrojewski (contact details provided below) no later than 12 noon on 24 November 2017.
- 1.3 The Tenderer and the SSA accept that the tender information and tenders shall be handled and treated with total confidentiality by all parties.
- 1.4 All costs associated with the preparation of the Tender will be with the Tenderer's account and notwithstanding anything to the contrary the SSA will not accept any associated costs.
- 1.5 The Tenderer is responsible for checking completeness of the tender enquiry information and shall inform the SSA of any omissions within three days of receipt.
- 1.6 The Tenderer is to ensure that their name is clearly identified on the cover of all Tender documents.
- 1.7 Tenders submitted after the closing date and time for submission will not be considered.

2 INVITATION TO TENDER

- 2.1 The Tenderer is responsible for all costs and expenses incurred in the preparation, delivery and development of their tenders, including any interviews, presentations etc which may be required by the SSA.
- 2.2 Any and all queries relating to the interpretation of the content of the tender enquiry information, must be directed to the relevant person named below no later than seven days prior to the date for submission of the tenders. Any queries received after this date are unlikely to be answered in sufficient time. Answers to queries shall be distributed by the SSA to all Tenderers in the form of a circular advice note.

Contact details:

Kim Atkinson, SSA Chief Executive Officer
kim@thessa.org.uk
07796 180 498

Marcin Zdrojewski, SSA Executive Administrator
marcin@thessa.org.uk
0131 339 8785

3 SHORTLISTED TENDERS

- 3.1 Following an internal review of the returned tenders, shortlisted tenders may be invited to a presentation meeting on 14/15 December 2017 if the selection panel feel this is required.

4 WITHDRAWAL/MODIFICATION OF TENDER

- 4.1 A Tender may only be withdrawn or modified if such written/emailed request is received by the SSA prior to the final date at which the tenders are to be submitted.

Appendix B

1 FORMAT OF RESPONSE

1.1 Company Profile

This section is to detail:

- An outline of the company's organisational structure;
- An overview of the company including experience in the accountancy services market, particularly in the sport and recreation sector, and a summary of services offered;
- Financial turnover;
- Annual report and accounts;
- Any plans for acquisitions, divestments or mergers, which could affect the relationship with the SSA;
- Outsourcing partnerships (where the supplier has outsourced any operations or support services);
- Confirmation that the company is compliant with all UK regulations regarding the sales of financial services and products.

1.2 Quality, relevance, price and list of services

This section is to detail:

- Accountancy services programme proposal, including a list and relevance of services;
- Confirmation of how the quality of service will be guaranteed, including any quality assurance programmes that you have in place;
- The relevant experience (including specifically within the sport/voluntary sector) and contact details of key personnel and how the implementation stage will be managed and the sales resource that will be assigned;
- How service standards and performance will be reported to the SSA members for all key services and processes;
- How you would manage the relationship with the SSA and our members covering the following (confirming that any costs incurred are included within the overall financial deal quoted): account management, communications during the provision of services, delivery of services and auditing of records;
- A summary of the main issues affecting our sector. You should be able to demonstrate your knowledge and experience of the accountancy services market by identifying the opportunities and threats facing the market and proposing how your company's current performance in terms of volumes and profitability can be increased by working with the SSA's member organisations;
- Please detail how the ongoing account/relationship will be managed including reporting to, and the distribution of payments, to the SSA;
- The cost for delivery of the services (including a term sheet for standard services).

1.3 Added value, innovation and corporate social responsibility

This section is to detail:

- Additional proposals and/innovation which will provide added value to the SSA and our members;
- The company's corporate social responsibility policy;
- The company's employee volunteering policy.

1.4 SSA Preferred Partner investment

This section is to detail:

- The proposed investment amount and payment structure into the SSA for inclusion in the Preferred Partner programme.

1.5 Current involvement in sports

This section is to detail:

- Any current involvement the Tenderer has with sports bodies, including sports clubs or governing bodies of sport.

1.6 Executive summary

The tender should outline the contents of the response, including financial proposals. This should include the main features and benefits of the proposed accountancy products and services which will form part of a long-term Preferred Partner arrangement with the SSA, including as a minimum contract term of three years, with options for renewal.

1.7 Testimonials

1.7.1 Please provide:

- Three short testimonials of similar/relevant projects undertaken, ideally with at least one from a sporting/voluntary sector organisation, along with your tender submission;
- The contact name and telephone number of at least three clients (who can be the same as or different to those providing testimonials) who can be contacted by the SSA, if the SSA so wishes, to act as a referee. References should include name and address of company, contact person and telephone number. The clients will not be contacted until the contract stage;
- Details of any track record you have, including associated companies, with any representative body of a sport and recreation activity.

Appendix C

Expression of interest to submit formal tender

Name of firm:

Practice and registration number:
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Contact person:

I confirm that we are interested in submitting a tender to the SSA for the provision of Accounting Services to SSA's members.
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This form is to be emailed to: marcin@thessa.org.uk

Appendix D

Expression of interest to submit formal tender

Name of firm:

Practice and registration number:
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Dedicated contact person:

Company profile

Quality, relevance, price and list of services (50 marks)

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Preferred Partnership Investment into the SSA (40 marks)

Proposed investment amount:

Proposed payment terms:

Proposed activations:

Current involvement within sports (5 marks)

Added value, innovation and current involvement with CSR (5 marks)

Executive summary as to why your offering is best for the SSA and our members



Please also include the following additional documents:

1. Please attach ICAS registration confirmation of the lead partner
2. Please include a Tax Clearance Certificate for your practice or individual member;
3. Management reporting; please provide details of all standard management reports available. It is important for us to understand the flexibility of the reporting available.