

Accountancy Services

Invitation to Tender

**County Carlow Chamber of Commerce, Industry and
Tourism CLG**

Closing Date for Tender – 5th April 2022

Invitation to Tender for Accountancy Services

The Board of County Carlow Chamber of Commerce has decided to invite tenders for the provision of accountancy services.

County Carlow Chamber's objectives for this tender process are to:

1. Secure a high-quality provider of accountancy services.
2. Ensure the appointed supplier is in place in readiness for the review of the financial statements for the year to 31 December 2021.
3. Appoint a supplier who will provide high standards of professional service.
4. Appoint a supplier who will provide excellent value for money.
5. Appoint a supplier on a contract for an initial duration of at minimum 3 years

Overview of Services Required

The following list outlines details of the services that the Chamber is interesting in securing under this Tender. The listing provided is not definitive and may be subject to change in line with the needs of the business and its environment:

- Preparation of Annual Accounts for the Board of Directors at the end of the Chambers Financial Year (January – December)
- Preparation of a Quarterly report for the Treasurer & Board of Directors, providing an overview of the financials of the Chamber with any necessary recommendations at the time
- Filing of VAT 3* and other documentation as necessary with Revenue ROS system
- Completion of CRO and RBO filings as necessary
- Completion of Corporation Tax Return
- Processing and management of the payroll for the Chamber
- Advise and support the Chamber administrator as necessary in relation to day-to-day accounting records and systems

Notes on above:

- The Chamber currently uses Surf Accountancy system
- Payroll in the Chamber at March 2022 is (1 x Full Time employee monthly and 1 x Part Time employee weekly)
- VAT 3 Return is prepared in house, requirement is for review and filing of same

Introduction

County Carlow Chamber established in 1947, represents the interests of businesses, both large and small, in across the County and its environs.

The services we provide are designed to match the needs of a wide range of businesses, regardless of business size or sector.

We keep members informed with regular updates, advice, promoting business, and helping businesses to reach new goals. The Chamber is the voice of business in the County championing their concerns, celebrating success, and promoting Carlow.

Organisational Structure

County Carlow Chamber of Commerce is a Company Limited by Guarantee (CLG) under the Companies Act 2014. The company number is 185839 and the address of the registered office is Gateway Business Centre, Athy Road, Carlow.

The County Carlow Chamber of Commerce is a Not-for-Profit Company, which holds a current valid Tax Clearance Certificate.

The Chamber is primarily funded through membership and several core events. In 2020 & 21 the Chamber like many other organisations was impacted by Covid and was restricted in some of the events it could host.

Governance

The directors are responsible for the management of the business of the company and for exercising their powers in pursuit of the objects of the company. The directors are committed to maintaining the highest standard of Corporate Governance and they believe that this is a key element in ensuring the proper operation of the company's activities.

The Board is responsible for providing leadership, setting strategy, and ensuring control. There are currently 14 directors who are drawn from within the membership and bring their expertise and decision-making skills on a voluntary basis, meeting officially at minimum on a monthly basis.

To support their governance activities the Board has established several Committees, who report directly to the Board. Each Committee has its own terms of reference. The Committees of the Board are the Finance Committee, Events Committee, Develop Carlow, Education and Skills, Membership Committee, and Links to Local & National Government.

Financial Statement Presentation

To ensure that adequate accounting records are kept in accordance with sections 281 to 285 of the Companies Act 2014, the directors have established appropriate books to adequately record the transactions of the company. The directors also ensure that the company retains the source documentation for these transactions. The accounting records are maintained at the company's office at Gateway Business Centre, Athy Road, Carlow.

Response Format

County Carlow Chamber wishes to receive sufficient information to evaluate your firm's proposal. However, please do not provide unnecessary or excessive information.

1. Executive Summary

Please provide a brief summary of how your proposal best meets the requirements of County Carlow Chamber for Accountancy Services

2. Supplier's Details

County Carlow Chamber requires an understanding of your commercial structure and specifically the legal entity with which it is entering into an arrangement

- Registered Firm name
- Trading name (if applicable)
- Type of firm ownership
- Key Contact person's name
- Tax credit Certificate

3. Overall Approach

County Carlow Chamber wishes to understand your methodology and approach-

- Please outline your approach to the preparation of the Financial Statements for County Carlow Chamber, including processes for Management and Board review, and Quality assurance.

4. Resourcing: Expertise and Stability of the Proposed Team Members

County Carlow Chamber wishes to assess the relevant experience and expertise of the proposed Team members and the commitment of your firm to ensuring Team member continuity.

- Please outline the Team members who will be providing the services,
- Please provide details of their professional qualifications, experience, and expertise.
- Please state if any part of the proposed services is to be subcontracted

5. Accreditation and Insurance

County Carlow Chamber wishes to ensure that its Accountants have the appropriate credentials and insurances to undertake the services.

- Please confirm that no staff which may undertake work have been disqualified/censured under any legislation?

- Please provide an outline of the accreditations, registrations, certificates and licenses your firm holds that are relevant to the services required.
- Please provide a statement that your professional indemnity insurance complies with the minimum requirement of your Regulatory body.
- Please provide details of any limitations or exclusions in your professional indemnity insurance, including but not limited to failure of the team members to follow the firm's failure to follow the firm's Quality Assurance procedures.
- Please provide details of your insurance for Public Liability.

6. Engagement Process and Commercial Arrangements

County Carlow Chamber wishes to ensure that the proposed service represents value for money.

- Please outline your proposed fee for services as outlined below:
 - *Preparation of Annual Accounts for the Board of Directors at the end of the Chambers Financial Year (January – December)*
 - *Preparation of a Quarterly report for the Treasurer & Board of Directors, providing an overview of the financials of the Chamber with any necessary recommendations at the time*
 - *Filing of VAT 3 and other documentation as necessary with Revenue ROS system*
 - *Completion of CRO and RBO filings as necessary*
 - *Processing and management of the payroll for the Chamber*
 - *Advise and support the Chamber administrator as necessary in relation to day-to-day accounting records and systems*
- Assuming a three-year contract, please outline your methodology for review of rates over the term of the contract.

7. Value Added Services and Innovation

County Carlow Chamber wishes to ensure that the Accountancy process remains current.

- Please outline your approach to ensure that your procedures are updated to reflect changes in Accounting Standards and Industry Practices, Legislative and Regulatory changes.
- Please discuss your firms approach to innovation in relation to its services, including but not limited to best practices, innovation in solutions, application of technologies that lead to improved value for money

8. Other Matters

Any other matters which have not been covered in previous sections that you believe need to be discussed or taken into consideration when your proposal is evaluated.

RETURN OF TENDER DOCUMENTS

The tender may be submitted via electronic copy to the County Carlow Chamber of Commerce on ceo@carlowchamber.com no later than the close of business 5th April 2022. Any expressions of interest received after that date will not be considered.

Following the selection process, those in the final list may be required to make a presentation to the finance committee.

Timelines:

Tender documents published:	14 th March 2022
Proposal to be received by County Carlow Chamber:	5 th April 2022
Presentation to Treasurer and Finance committee:	8 th April '22
Review by Board of Directors:	27 th April 2022

Return to the following:

Email ceo@carlowchamber.com

Hard Copies are not required but may be sent to :

The Finance Committee

c/o. Brian O'Farrell, CEO

County Carlow Chamber of Commerce

Gateway Business Centre, Athy Road

Carlow