



**BRITISH JUDO ASSOCIATION
(‘THE ASSOCIATION’) (‘THE BJA’)**

**INVITATION TO TENDER (‘ITT’)
FOR THE PROVISION OF EXTERNAL AUDIT SERVICES**

TENDER REFERENCE: BJA/AR/082421

1 SEPTEMBER 2021

Introduction and overview

British Judo is a world leading Judo nation that is inclusive, accessible and ethically driven.

Who we are?

British Judo Association (‘BJA’) (the ‘Association’) is the UK National Governing Body for the Olympic sport of Judo, dedicated to developing athletes, coaches, clubs and volunteers across Great Britain.

The Association represents Great Britain internationally and is a member of The International Judo Federation, The European Judo Union, and The Judo Confederation of the European Union, The British Olympic Association, Commonwealth Judo Association and the Commonwealth Games Federation.

It was established in 1948 and was incorporated as a company limited by guarantee in 1978.

It is recognised by UK Sport, Sport England, Sport Wales, Sport Northern Ireland, Sport Scotland, the British Olympic Association and the Sport and Recreation Alliance.

The BJA is a membership organisation and has expanded its network of clubs, qualified coaches and individual members throughout Britain providing access to the sport in England, Northern Ireland, Scotland and Wales.

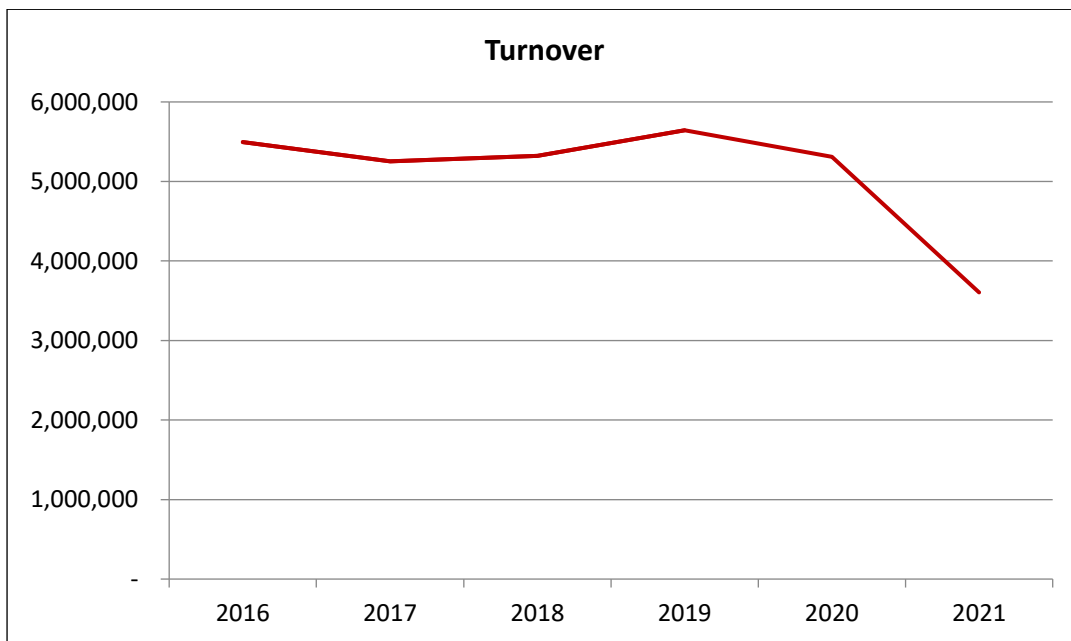
The Association’s executive staff and commissions address delivery of the BJA’s strategic objectives and other specific corporate issues.

BJA website: <https://www.britishjudo.org.uk>

Key Financials

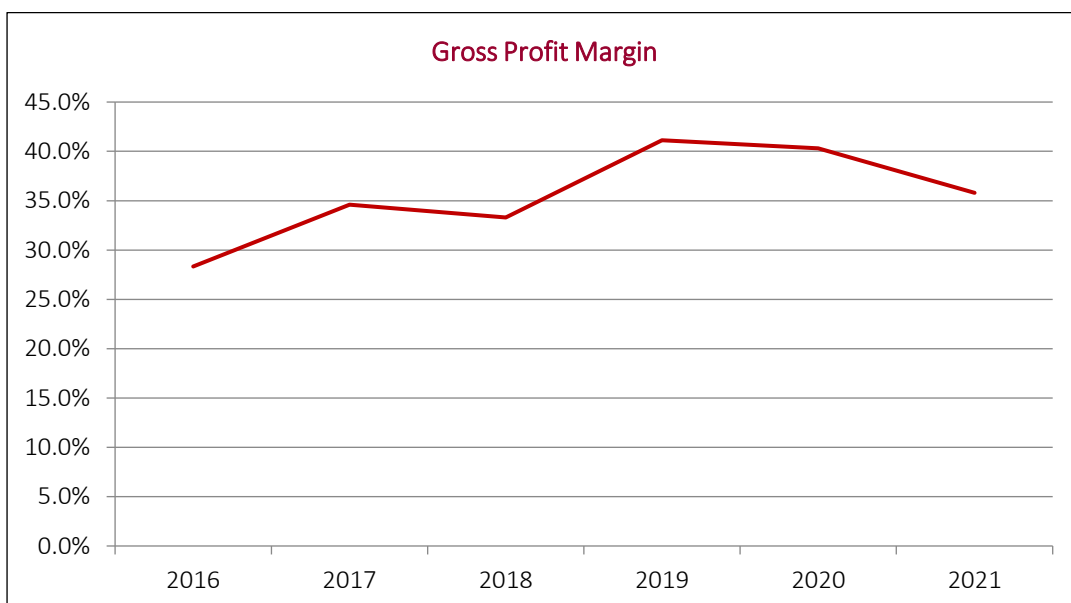
Turnover

2016	2017	2018	2019	2020	2021
5,495,534	5,252,563	5,320,639	5,643,909	5,308,098	3,604,775



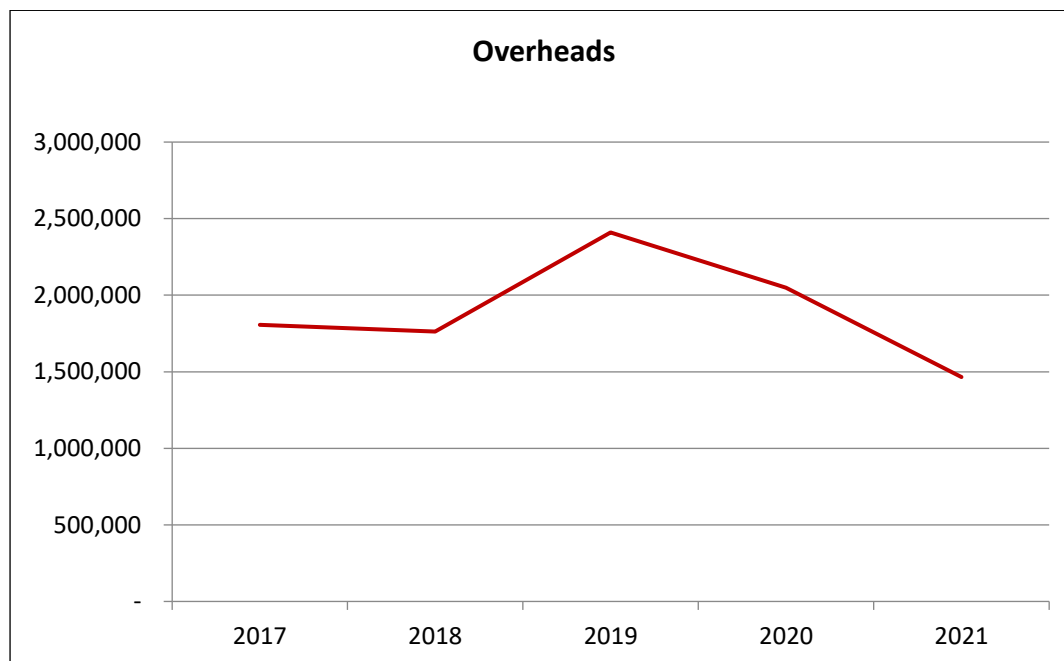
Gross Margin

2016	2017	2018	2019	2020	2021
28.3%	34.6%	33.3%	41.1%	40.3%	35.8%



Overheads

2016	2017	2018	2019	2020	2021
1,549,995	1,805,733	1,762,686	2,409,741	2,049,043	1,465,490



Membership

Currently BJA membership is in the region of 15,000. Pre-Covid membership was in the region of 35,000.

Requirement

The BJA is currently reviewing candidates for the Provision of External Audit Services, Tender Reference: BJA/AR/082421.

Submissions are invited for the provision of external audit services for the years ended 2021/22 and 2022/23. The contract will commence on 6 November 2021 and be for a 2 year term, subject to re-tender on the second year anniversary of appointment.

It is proposed that the BJA and the successful Tenderer will enter into a binding contract.

We are issuing this Request for Quotation to source the best candidate to achieve our objectives. The RFQ process allows for the gathering of in-depth knowledge of Tenderer's abilities and strategies with respect to this opportunity and affords the most comprehensive analysis.

Outcome

- Preparation of annual accounts (year end 31 March) from trial balance, including consolidation and filing with Companies House and HMRC;
- Interim/Planning visit – onsite for discussions with the finance team, performance of preliminary audit risk assessment and audit planning procedures;
- Final visit – the audit team being on-site;
- Meetings outside of interim/final visits – for completion meetings and attendance at Board meetings to discuss and present the accounts;
- Preparation of corporation tax returns, including computations and filing with HMRC;
- The external auditors will be required to advise the Board upon:
 - The risk of material misstatement of the finances;
 - Financial statements are in agreement with the accounting records;
 - Internal controls and adequate accounting records and policies;
 - Robust accounting systems and processes are in place;
 - Reporting to the governing body by way of a management letter any significant matters arising;
- The external auditors will be required to assist on risk management and changes in accounting and auditing requirements;
- Advice on controls and processing system deficiencies and weaknesses;
- Confirmation of accounting treatments in respect of complex transactions;
- Other requirements/ad hoc advice as appropriate.

Information required

Tenders should include the following information:

- The fee for the contract period specifying what is included in the charge. Costs should also be provided for any additional advice or services that may be required from time to time on an ad hoc basis;
- An indication of the level of fees that would be charged in subsequent periods of the contract;
- Details of relevant technical knowledge and practical experience within the sport sector to ensure appropriate cover;
- Details of the areas of technical expertise that can be called upon to support and advise the BJA as required, including any relevant services that may be appropriate to the needs of the BJA;
- Two references. Tenderers should provide two references which demonstrate that the Tenderer has a sufficient level of experience to perform the Contract. References are intended to verify the experience of Tenderers as described in their submission.

Contact details

For further information or any queries please contact Sajid Hussain, Finance and Operations Director sajid.hussain@britishjudo.org.uk

Deadline

The responses to this Tender to be received **by 5.00 p.m. on 22 September 2021** (see Tender Timetable) **by email to Sajid Hussain, Finance and Operations Director** sajid.hussain@britishjudo.org.uk

The subject heading of the email shall be:

'Confidential - Invitation to Tender for the provision of External Audit Services - Tender Reference: BJA/AR/082421 – September 2021 -Response - [add Tenderer's name]'.

Electronic copies are to be submitted in PDF format.

Responses must be prepared in English and in the format(s) requested.

It shall remain the responsibility of the Tenderer to ensure that their quotation will reach the email address above on or before the deadline. Quotations that are received after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Tender Timeline

Date	Activity
1 September 2021	Invitation to Tender published on BJA Website and ITT made available to interested Tenderers
8 September 2021	Deadline for receipt of any clarification questions
15 September 2021	Deadline for BJA to issue responses to clarification questions
22 September 2021	Deadline for receipt of Tenders By email by 5.00 p.m.
24 September 2021	Notification of successful Tenderers/unsuccessful Tenderers
29 September 2021	Successful Tenderers Interviews
6 October 2021	BJA Audit & Risk Tenderer appointment approval
8 October 2021	Notification of appointment decision/unsuccessful interview decision to Tenderers
6 November 2021	BJA AGM – ratification of appointment

Assessment of Tender

Upon receipt, the BJA Chief Executive and the Director of Finance & Operations will consider all submissions received on or before the deadline and carry out an initial review to confirm completeness and compliance with the requirements of the ITT and may, at their discretion reject a Tender which is incomplete and/or non-compliant. The final selection will be made by the BJA's Audit & Risk Committee.

In order to be successful, there must be clear demonstration of the following:

- Technical Competency – strong technical knowledge, particularly with regard to the sport sector;
- Quality Assurance – experience of providing advice and comprehensive services to sporting organisations;
- Value for Money – the value that the Tenderer will bring to the organisation - the lowest bid is not always the one selected;
- Fee – the fee basis and total fee for year-round support and advice, along with any anticipated annual fee increases (e.g. annual inflationary increase);
- Availability – ability to deliver services in a timely manner.