

OSCR

Scottish Charity Regulator



CHARITY COMMISSION
FOR ENGLAND AND WALES

The **Charity**
Commission
for Northern Ireland



An Rialálaí
Carthanas
Charities
Regulator

QUESTIONS SUBMITTED BY BIDDERS AND SUPPLEMENTARY INFORMATION (issue 2)

- LOT1 For a Commercial Opportunity providing a Printing, Publication, and Distribution service for a new Charities Statement of Recommended Practice (SORP)
- LOT 2 Provide secretariat / administrative resource for the technical drafting service of future SORP Updates

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Bidders should note that the answers given to the questions submitted by Bidders are points of information only and do not amend or vary the terms of the tender. The answers given by the Grantor are based on the information available at the time of the response. Bidders should note that this document will be updated throughout the process until the close for questions of 13 August.

INTRODUCTION

1. The Charity Commission for England and Wales (CCEW), the Charity Commission for Northern Ireland (CCNI), and the Office of the Scottish Charity Regulator (OSCR) are pleased to respond to questions submitted by Bidders during the tender process with respect to the provision of print, publication, distribution and future updating of the new Charities SORP.
2. The contract may be let as a single contract covering Lot 1 and Lot 2 or as two separate contracts for each Lot. Lot 1 involves the provision of a printing, publishing, and distribution service and Lot 2 is for the provision of a full secretariat and technical drafting service for a revised SORP edition and development of the next SORP.
3. The CCEW, CCNI, and OSCR (referred to as the Grantor in the tender) are working jointly on this tender exercise to appoint the successful Bidder by 24 September 2018 with the expectation that the contract will commence from 17 December 2018. The Grantor gratefully acknowledge the assistance the Charities Regulator (CR) in the Republic of Ireland in developing this tender and for its assistance to the Grantor as part of the tender valuation and award process. Bidders should note that the Grantor reserves the right to include the CR in the future award and in the management of any contracts awarded should the CR formally participate as a member of the SORP-making body at a future date.
4. Bidders are invited during the tender process to submit questions, in writing, at any time up to 5pm on Monday 13 August. This allows time for the Grantor to consider any questions raised, respond and publish its response.
5. The answers to the questions posed by Bidders and the supplementary information provided are intended to assist Bidders. However it is the Bidders' responsibility to ensure they are fully informed and satisfied by their own observations and enquiries as to the nature, extent and scope of the work that the Bidder would be required to perform if awarded the contract. The Grantor requires all Bidders to ensure that they are in a position to perform such obligations if awarded the contract.
6. The Bidder shall be entirely responsible for any and all costs incurred in connection with the preparation and submission of the proposal and of undertaking any tests, demonstrations or meetings as part of the negotiations.
7. The Grantor, at its sole discretion, reserves the right to accept or reject any or all or any part of the proposals received, including the right not to accept the lowest priced proposal. The Grantor reserves the right in awarding the contract to agree variations to parts of any proposal received where this is necessary to deliver the Lot(s) awarded.
8. The Grantor reserves the right not to award any contract at the end of the bidding process.
9. Section 1 of this document provides a response will be provided to each question submitted in an 'anonymised' Questions and Answers document which will be periodically updated throughout the tender process. This ensures that both question and answer are visible to all potential bidders. This approach avoids any confusion about who has access to information, and mitigates the risk of any unintentional bias

on our part and guards against unfair treatment. Bidders are advised that all questions and answers shall be published with no protection afforded on the grounds of commercial sensitivity. It is the bidder's choice whether to ask the question or not. The Questions and Answers document will be published on a dedicated SORP Tender page on www.charitySORP.org

- 10.** Section 2 provides additional supplementary information about the process of awarding the Contract.

Document issue: 2

Charity Commission for England and Wales, the Charity Commission for Northern Ireland, and the Office of the Scottish Charity Regulator
26 July 2018

1 QUESTIONS SUBMITTED WITH ANSWERS

Question 1: Having read the description of the contract open for fulfilment, we are extremely interested in the opportunity to provide our services and would therefore like to enquire about a Pre-Qualification Questionnaire (PQQ) and any other supporting information you may deem relevant?

Answer 1: The Grantor does not require Bidders to complete a Pre-Qualification Questionnaire (PQQ) or similar document. The requirements are those set out for each Lot in the tender document. Bidders may choose to provide such additional information as they consider helpful in illustrating or explaining their bid at their sole discretion.

Question 2: We are evaluating the above mentioned opportunity, please can you advise the names of the current providers for these services and the estimated value?

Answer 2: With respect to publishing the SORP, Lot 1, the cover price is £15 with each order subject to a postage and packing charge of £4.50. The current publisher is the Chartered Institute for Public Finance and Accountancy (CIPFA) and for the period January 2015 to January 2018 1,043 units were sold. The Grantor's expectation is that demand peaks within a few months of initial publication with a lower level of sales thereafter. With respect to Lot 2 the current provider is also the Chartered Institute for Public Finance and Accountancy (CIPFA). The Grantor wishes to minimise any cost in awarding Lot 2 as far as practicable.

Question 3: Paragraph 1.7 of the Annex states that writing a new SORP normally takes 18 months to two years. On the assumption that this timing is based on the grantor's experience and/or empirical evidence of time input required to develop the current SORP, can the assumption be made that this will equate to a requirement for one full time equivalent (FTE) to provide the service over this time period?

Answer 3: The Grantor's experience of the last full rewrite of a SORP is that the process took just over two years. The detailed drafting work began in October 2010 with a review of the balance sheets under FRS 102 and FRSSE and concluded in December 2012 with consideration of the FRS 102 reduced disclosure framework. This situation was not typical as two SORPs were in preparation due to the retention of the Financial Reporting Standard for Smaller Entities (FRSSE) at the launch of new UK-Irish Generally Accepted Accounting practice in January 2015. The Grantor anticipates a slightly shorter drafting process on this occasion with only the FRS 102 standard requiring a SORP. However this may change depending upon the outcome of the current SORP working parties as it may be a distinct framework for the smallest charities is developed, subject to agreement with the FRC. The Grantor cannot confirm staffing levels, other than to note that when closing its Accountancy Unit in 2014 the Charity Commission for England and Wales anticipated a saving of 1.5 full time equivalent accountants with the letting of the contract for the Secretariat services although not all of that anticipated saving was realised.

Question 4: Section 2.3 states that it is anticipated that the SORP advisory Committee meeting will meet up to four times each year in a year where there is no significant amendment or revision to the SORP, and up to eight times a year in which the SORP is significantly amended or revised. Can you confirm that the development of the new SORP will increase the number of meetings to up to eight a year and can you provide the expected timeframe and locations in which meetings will take place?

Answer 4: It is difficult to predict the exact number of meetings as a significant factor is the extent of any drafting changes. The number of meetings held during the drafting process for the current SORP peaked at ten meetings in 2011 but two SORPs were in development at that time. From 2019 meetings will be normally held in London but with one meeting in Scotland and one meeting in Ireland (alternating between Dublin and Belfast) on an annual basis. The timeframe is contingent on any major changes to UK-Irish Generally Accepted Accounting practice but if none are scheduled then the Grantor has flexibility in setting the timetable with the Contractor providing the SORP Secretariat. Under the contract the Secretariat are responsible for providing the meeting space. Some meetings can be held by conference call where the business under discussion is suitable to avoid undue travel for SORP Committee members.

2 SUPPLEMENTARY INFORMATION

Date for presentations by shortlisted Bidders- 11 September 2018

The Grantor has set Tuesday 11 September as the date for shortlisted Bidders make a presentation on their bid to the award panel. Only those shortlisted Bidders chosen by the Grantor will be contacted directly and invited to make a presentation. Other Bidders will be advised that their bid has been unsuccessful and advised that they will not be called upon to make a presentation.

SORP sales information to 30 July 2018

Initially two SORPs were published and in issue at launch in July 2014. This was because UK-Irish Accounting retained an old accounting standard- the Financial Reporting Standard for Smaller Entities (FRSSE). A SORP was produced to support the FRSSE and to support the new standard FRS 102. Subsequent to launch the FRSSE and FRSSE SORP were withdrawn.

Reported sales are:

Total hard copy Charities SORPs (FRS 102) sold by CIPFA from launch to 30 July 2018 = 835

Total hard copy Charities SORPs (FRSSE) sold by CIPFA from launch to 30 July 2018 = 341

Total units sold to 30 July: 1,176

History of SORP meetings- last full rewrite of the SORP

Although a new Committee was convened in 2006 to develop the latest SORP the detailed drafting work only began in earnest when the Financial Reporting Council confirmed in 2010 the timetable for the new UK-Irish Accounting Standard.

Calendar Year	Number of Committee meetings
2010	3
2011	10
2012	5
2013	5
2014	4

Frequency of SORP meetings since 2016- maintenance of the SORP only

Since the launch of the FRS 102 SORP changes have been required to keep the text of the SORP aligned with changes to FRS 102. These have taken the form of Update Bulletins each of which has to be developed, consulted upon, and then approved by the FRC before issue.

Calendar Year	Number of Committee meetings
2015	6
2016	5
2017	5
2018	6