

**Invitation to Tender**  
**Restricted Commercially Confidential**



**To receive quotes for Renewables East's:**

- **Annual audit for the year ended 31<sup>st</sup> March 2009.**
- **Independent Accountants Reports to satisfy project funders for end-of-project audits**

**1. SUMMARY**

**In line with the procurement guidance of the East of England Development Agency (EEDA), our main funding body, Renewables East (RE) is now inviting quotes for forthcoming audits. This is to ensure Renewables East can demonstrate value for money to its key stakeholders.**

**2. Background**

The East of England is the leading English region for renewable electricity, currently producing over 8% of the electricity it uses from renewable sources. It benefits from widescale deployment of bio energy (for example the world's first chicken litter electricity plant at Thetford, the UK's first bioethanol plant at British Sugar, Wissington, and the world's fastest biofuelled car at Lotus in Norfolk) and 2007 saw a record year for deploying onshore renewable energy.

The region's coast is also surrounded by the majority of the UK's offshore wind installations, with a further £10 billion investment anticipated by 2020 as well as further R&D innovation capacity in wave and tidal technologies.

As a result, the region is well on target to meet its 2010 target of 14% electricity from renewable sources.

**3. About Renewables East**

RE is a private not-for-profit company, which was set up by EEDA in 2003 as the renewable energy agency for the East of England. The company is primarily funded by EEDA and is officially designated as an EEDA sister organisation. For the year 2008/09, RE has been allocated approximately £2m of grant funding from various sources including EEDA, EMDA, EU, Local Authorities and central government to continue its mission.

The objectives of the Company are:

- a. To enable the East of England to meet its adopted target for the production of energy from renewable resources, within the context of national energy policy and the need to move towards a lower carbon economy; and
- b. To maximise the rate of growth of the renewable energy sector and the economic benefits to the region, especially through stimulating investment and job opportunities, supply chain development and innovation.

RE's primary work areas are Bioenergy (Biomass and Biofuels,) Offshore / Onshore Wind, Planning, Supply Chain Development and the Community Renewables agenda. If you have not already visited our website, you may find it useful to do so: [www.renewableseast.org.uk](http://www.renewableseast.org.uk).

In terms of the accounting set-up of RE, full accounts are maintained on Sage accounts 2008. To comply with the requirements of the various funding bodies, all costs of the organisation are allocated to projects. RE uses both departmental analyses and project reporting to extract complete and accurate grant claims and to routinely report on the financial status of all projects.

Monthly performance reporting provides the RE Senior Management Team financial oversight of projects, and key balance sheet accounts are reconciled by the accounts team every month.

#### **4. Scope of work**

The successful bidder will:

1. In respect of the annual end-of-year audit:
  - Prepare the statutory accounts from the management accounts and supporting schedules
  - Perform the annual audit, discuss matters arising, including management letter points and potential adjustment to the accounts
  - File the accounts with the Registrar of Companies

RE's accounting year end is 31<sup>st</sup> March, and historically the management accounts have been complete and ready for audit by the end of April. The successful bidder would be expected to undertake the audit in time to enable draft audited accounts to be laid before the RE Board by mid May, and the final signed accounts ready for external distribution by early July.

2. In respect of additional ad-hoc work:

Some of RE's grant-funded projects require independent accountants' reports to verify total project expenditure. By informing the auditors of all known project audits, RE would expect to minimise any duplication of audit effort, ensuring that the year-end audit can contribute towards end-of-project audits and vice versa.

The RE accounts team would also value ad-hoc support and expertise the auditors can offer to support them on relevant technical and professional matters.

#### **5. Tender Details**

Responses to this tender must be received by Renewables East no later than **1600 hours on Wednesday 8<sup>th</sup> October 2008**. They should be sent either by post or via email to Sue Jordan at the address shown in section 8 of this tender document.

Responses should include your total fees (including charging rates of people involved, plus any expenses and VAT), outline proposals on how you expect to meet the scope of this tender, evidence of previous experience, and any additional value you can add.

The successful applicant will be notified by Friday 24<sup>th</sup> October 2008 at the latest and must be in a position to start work within the year end timescales highlighted in section 4 of the tender document.

Any materials produced will be the property of Renewables East and will need to be supplied in formats (hard copy and/or electronic) that can be reproduced by us without further cost to the company.

#### **6. Tender Process and Assessment**

Tenders should be no longer than ten pages. Further information can be included in the form of an appendix. The tenders will be assessed against the following criteria:

- Value for money = 30%
- Evidenced knowledge, experience and technical capabilities of RE's company status (not-for-profit / social enterprises) = 35%
- Market sector knowledge and experience (low carbon and renewable energy sector) = 25%

- Evidence of any additional value added offered as part of the audit service provided = 10%  
Any information provided will be treated with total confidentiality.

#### **7. Fees**

Payment will be made on satisfactory completion of the work and receipt of invoice, subject to RE's standard conditions (available on request). Payments are normally made within 30 days.

It is envisaged that the total costs for the year-end audit tendered in this document would be in the region of £4k (including VAT) for the audit fee, including copies of the annual audited accounts and all relevant travel costs incurred.

#### **8. Further information**

Should you require any further information on this brief to complete your tender submission, please contact Sue Jordan by e-mail or post:

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