

Request for Tender 2016/08 – Internal Audit Services 2017-19

CLARIFICATION QUESTIONS AND ACARA'S RESPONSES (RFT 2016/08) – issued 23 December 2016

RFT provision	Question	Answer
Part A – The Schedule		
1.	Please advise the expected number of days/hours per annum of internal audit activity in order to determine a price for Attachment 6 (noting two internal audits, general financial controls and fraud control review tentatively planned for final third of 2016/17).	ACARA does not have a set expectation of the number of days/hours per year of internal audit activity. ACARA is seeking quality internal audit services delivered cost effectively. However, for transparency, current internal audit service provision is approximately 450 hours per year.
2.	An indication of future reviews is provided for 2017 to 2019, however are you able to provide details of the types of reviews internal audit has conducted historically?	The internal audit areas listed on page 23 of the draft contract are reflective of internal audits conducted in the past. For example, there has typically been a general financial controls internal audit every year, IT general controls and fraud control internal audits every two years and risk management, project management and stakeholder engagement and management related internal audits at least every three years. In some instances, these internal audits have focused on the relevant framework in place, and in others they may be specific to a particular, strategic project – for example, project management in the context of ACARA's work transition to National Assessment Program – Literacy and Numeracy (NAPLAN) online.
3.	Can you advise who the incumbent internal audit provider is and how long they have provided the services?	Oakton has provided internal audit services to ACARA since late 2009.
4.	Will all internal audit work be conducted in Sydney or will travel to Perth also be required?	No travel by internal auditors to Perth is anticipated – this should not be budgeted within the price quoted. If travel to Perth is required, this will be negotiated separately.
5.	On page 22 of your specifications document you request information relating to risks. Is this referring to risks associated with the delivery of the services requested?	Yes.
6.	Page 24 refers to management capabilities. Can you please provide further information in relation to your expectations?	Management capabilities relate to the skills, expertise and experience of personnel. In this case ACARA is interested in management capability with respect to a broad ranging internal audit function (refer draft contract for examples of internal audit areas).
7.	Is it correct to assume that the information included in the payment schedule on Page 26 is illustrative only? As the cost of individual audits varies according to the scope and complexity it is possible that the cost in some periods will be higher than others.	ACARA would expect a consistent level of resourcing each year unless additional, unplanned activity was requested by ACARA.