



Invitation to Tender - For the Provision of Accountancy Services

Cavan Monaghan Transport Coordination Unit CLG, trading as TFI Local Link Cavan Monaghan is contracted by the National Transport Authority (NTA) for the service of Transport Coordination Unit (TCU) for counties Cavan and Monaghan. The company operates its core activities through a grant agreement with the NTA, who provide funding for the provision of public transport services under the TFI Local Link brand. The company is a registered charity governed by a board of community based volunteers.

The funding is provided by the NTA allocated from the Department of Transport and the Department of Social Protection. In addition to the core TCU funding provided by NTA, additional funding is received from the Health Service Executive (HSE) under a service agreement.

The company employs eight staff at present with an approximate turnover of €7m. The company have appointed auditors through a tender process for the preparation of annual financial statements and accounts.

Accountancy Services

The Company wish to engage a qualified accountant on a contract basis, averaging one day per week over the course of the year, to support the Finance administration team and act as main liaison with the NTA, the board of management and the company auditors. The current contract with the NTA is for a period of three years with an option to extend in one or more extension for up to two additional years. This contract commenced on the 1st November 2024.

Contracting Authority

The contracting authority for the purpose of this invitation to tender is Cavan Monaghan Transport Coordination Unit CLG.

The service requirement

The primary role of the accountancy service provider is to certify monthly that reports are prepared in accordance with financial reporting standards and include:

- Ensuring financial stability of the company.
- Analysing and certifying monthly financial accounts received from the Financial Administrator.
- Analyse financial information and summarise and certify financial status in terms of operator payments and ensure reconciliation of all expenditure and invoices paid are based on contract rates and services delivered.
- Analyse financial information and certify accuracy of fare revenue, card payments (cashless) including leap and TFI go.
- Prepare and present consolidated quarterly management information reports for the board of Directors for approval.
- Sign off on the Program of Activities (POA) annually.
- Work with team to complete year end close off processes for annual internal audit.

All reporting must adhere with the requirements of the following: -

- Statement of Recommended Practice (SORP).
- The Rural Transport Programme (RTP) finance and governance guidelines.
- DPER Circular 13/2014 Management of and Accountability for Grants from Exchequer Funds.
- Charity Regulator.
- The Companies Registration Office.
- The Revenue Commissioners.
- Contractual obligations namely 'Schedule 1 Parts A 2. C' (attached)

Cavan Monaghan Transport Coordination Unit CLG requires the service provider to meet the following objectives in relation to the Company:

- To verify and certify the financial records and control processes.
- To provide a true, fair and independent opinion on the financial reporting.
- To adopt a flexible approach in order to achieve the maximum economic benefit.
- To maintain accurate and comprehensive records and comply with all statutory and contractual record-keeping obligations relating to the services.

Additional services

- To co-operate with other auditors and evaluators, including representatives of Government Departments, The NTA, or independent third parties.
- To comply with such additional requests as may be necessary for reporting on the management and financial performance of contracts.

Contractual Arrangements

The successful tenderer will be required:

- To deliver the Services to the Company and meet the objectives outlined above.
- To attend meetings with the Company including Board meetings and AGMs as required.
- To provide regular reports on the performance of the contract.
- To co-operate with other auditors and evaluators as specified above or as required.

The successful tenderer will be expected, when providing the services, to comply with all relevant national and EU laws and regulations. Tenderers will be required to provide evidence of qualifications as defined in the Companies (Auditing and Accounting) Act 2003.

Tenderers should demonstrate a focus on value for money and a commitment to drive down costs throughout the service delivery. Tenderers should indicate prices for the provision of the services, clearly broken down to reflect the different elements of the contract.

Contract Term

It is anticipated that the appointment will be made to commence immediately. Should the performance of the contract be unsatisfactory, the company reserve the right to terminate the contract by giving immediate notice in writing. The contract will be reviewed annually.

Payment Arrangements

The Company will pay the appointed provider within 30 days of the receipt of valid invoices and tax clearance, to be submitted monthly following the completion of monthly reports and confirmation the services to which the invoice relates is performed fully in accordance with the agreement.

Tender Submissions

To be submitted by quotation 30th January 2025

Please provide any additional information that you believe relevant to the tender process. For example:

- Price and value for money.
- The proposed model for delivery of the services meets the specifications above.
- An indication of the resources and time you expect to have to commit to the process and the breakdown of costs.
- Key members of the proposed team for delivering the contract outlining qualifications and relevant experience.
- Fees for any additional work.
- Any other information relevant in assessing the submission.

Schedule 1

TCU Tasks

Part A – General

1. General Service Requirements

1.1. The TCU Shall:

- a) perform the Tasks set out in the Table in paragraph 2 below, together with anything incidental thereto, and any additional Tasks which are the subject of a Change or Minor Change;
- b) comply with any directions given by the NTA in relation to its performance of the Tasks;
- c) manage the delivery of the Tasks including, by establishing and maintaining:
 - (i) written procedures for the delivery of the Tasks;
 - (ii) document and data control procedures to ensure that documents and data in relation to the Tasks are kept safe and are available for inspection by the NTA; and
 - (iii) procedures for detecting, reporting and correcting the cause of any breach of this Agreement.

1.2 The TCU Shall:

- a) attend and participate in such meetings as the NTA may require for the purposes of monitoring or reviewing the operation of the Tasks; and
- b) liaise with such other persons as the NTA may require in relation to the performance of the Tasks and/ or the provision of rural transport services generally.

1.3 Where any of the following issues arise, namely:

- a) issues that are likely to disrupt the performance of the Tasks by the TCU;

- b) a formal or informal complaint being made to or against the NTA and/ or the TCU;
- c) issues that generate media interest; or
- d) issues that result in major interruption of transport services,
- e) the TCU shall, as soon as reasonably practicable, give details of such issue to the NTA.

2. TCU Tasks

The TCU shall perform the following tasks, together with anything incidental thereto:

A	<u>Management</u>
1.	<p>Within the TCU Area, manage on behalf of the NTA the delivery, co-ordination, and operation of open public and rural transport services including:</p> <p>Open Public Transport:</p> <ul style="list-style-type: none"> • Regular Rural Bus services (RRS); and • Demand Responsive bus services (DRT). <p>Ad hoc/ Ancillary Services:</p> <ul style="list-style-type: none"> • Community car services; • Local Area hackney and/ or hackney services; • Once off transport services; and • Special or emergency transport services. <p>With a specific focus on responding to rural isolation by enhancing the mobility, accessibility and community participation of local people, particularly those at risk of social exclusion, and including the achievement of performance targets.</p>
2.	Work with adjacent TCU Areas to facilitate delivery of the Tasks as necessary.

3.	Manage Rural Transport Service Contracts on behalf of the NTA.
4.	Operate a booking and dispatch system to facilitate open public transport services as necessary in the TCU Area. The booking facility shall be the NTA's Integrated Transport Management System (ITMS) or such replacement system as advised by the NTA.
5.	Investigate and recommend, where appropriate, options to increase the provision of open public transport in the TCU Area by incorporating other transport services run by public or charitable organisations, including government departments and agencies; health sector bodies, hospitals and agencies, and education sector bodies and agencies.
6.	Recommend, where appropriate, options for new innovative rural transport options, including managed car sharing schemes.
7.	To develop recommendations and plans in conjunction with the NTA to deliver value for money for passengers and the NTA with respect to rural and open public transport operations.
B	<u>Transport Planning</u>
1.	Conduct continuous review of rural and open public transport operations and patronage to ensure an efficient, safe and effective network for TFI Local Link and for passengers.
2.	Work with the NTA, the road authorities, relevant local authorities and other sectoral stakeholders (e.g. HSE) in the TCU Area to develop the network of open public transport services. In particular, identify and advise on: new demands for local and regional transport in sufficient time to respond to them; upgrades to existing bus stop locations to improve access to public transport within the TCU Area; new bus stop locations to expand access to public transport within the TCU Area; route realignments to improve journey times for existing users as well as to expand access;

	<p>opportunities to prioritise buses, improve the legibility of the network, reduce walking times for passengers, and improve the permeability by bus of the built-up areas in towns within the TCU Area; and</p> <p>adjust timetables to provide more utility to the catchment area.</p>
3.	Work with the NTA to generate optional service specifications, including timetables by day type, to meet the demands identified above.
4.	Work with the NTA to select the preferred option from the options set out at 2 above on the basis of cost-effectiveness, considering any operating constraints that may apply.
5.	Continually monitor and direct the operation of existing TFI Local Link services to ensure co-ordination at hub points with the wider public transport network.
6.	Liaise with public representatives and members of the public on service and performance deficits and new opportunities.
C	<u>Financial & Corporate Governance</u>
1.	<p>Report to the NTA including, any monthly reporting requirements required by the NTA, annual budgets/programme of activity, annual unutilised funds returns, annual financial statements, together with any other information that the NTA may request.</p> <p>Reporting is to be completed to the standard required by the NTA, providing sufficient information to the NTA to give an appropriate understanding of the management and expenditure of public funds.</p> <p>Reporting is to be provided by the pre-agreed dates in such format/ mechanism as the NTA may require.</p>
2.	<p>Manage all funds received from, and held on behalf of, the NTA in accordance with clause</p> <p>8.3 (<i>Onward Payment Account</i>) for onward payment to Operators. Hold these funds in the Onward Payment Account.</p> <p>Continually monitor and maintain a clear record of these funds received from the NTA, paid to Operators and held on account by the TCU.</p>

3.	<p>Payment of amounts due to Operators pursuant to the Rural Transport Services Contracts from the Onward Payment Account. Review and reconcile all expenditure in advance of payment including, ensuring all invoices are based on latest contract rates, invoices relate to service performed and fare revenue is correctly accounted for.</p> <p>Insofar as payment transactions in connection with the Rural Transport Services Contracts are concerned only, and subject to the terms of this Agreement, the TCU is appointed the commercial agent of the NTA to process such payments on its behalf.</p>
4.	<p>Management of fare revenue, including the collection of fares, by Operators or directly by the TCU, in accordance with the NTA's requirements as notified to the TCU from time to time.</p> <p>The TCU must comply with all relevant procedures related to fare revenue and ticketing systems, including those included in the Governance and Finance Guidelines.</p>
5.	<p>Comply with all relevant legal, tax and regulatory requirements, including adherence to relevant Government circulars related to grant funding.</p>
6.	<p>Comply with the Governance and Finance Guidelines and any other policies which may be notified to the TCU by the NTA from time to time. Implement appropriate processes and procedures as required to adhere to these standards. Where particular requirements cannot be met, notify the NTA immediately and provide details of the reasons for such non-compliance and any mitigation measures to be put in place. Prior to the implementation of any mitigation measures, the TCU shall seek the approval of the NTA.</p>
7.	<p>Inform the NTA of, and gain approval in advance for, any changes to contracted service costs. This includes both reductions and increases to known costs. Ensure all relevant signed documentation is in place for any such changes and provided to the NTA.</p>
8.	<p>Endeavour to ensure value for money in all expenditure of public funds.</p>
9.	<p>Maintain financial records relating to the TCU for a minimum of at least six (6) years, or longer if so, required by Applicable Law, after the end of the accounting period or tax year to which the records relate.</p>
10.	<p>Participate in annual audits as required by the NTA.</p>

11.	Responsible for the safe keeping of assets provided/funded by the NTA. Ensure NTA funded assets are used solely for the purpose of providing the Tasks.
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