



## Request for Proposal

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A2B: Access to Benefits is a not for profit company limited by guarantee, number NI61324, registered in Northern Ireland

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## Introduction and Background

Access to Benefits (A2B) is a not-for-profit company limited by guarantee. Its vision is to empower and enable the older citizens of Northern Ireland to maximise their take-up of benefit entitlements.

To achieve this vision, A2B is engaging with government stakeholders to develop innovative, strategic and replicable enhancements to existing service delivery models that will connect at-need populations with an effective and efficient technology-supported benefit claiming process.

The core concept for implementing this vision is a set of web-based technologies that will be available to older adults, their carers, and voluntary sector and governmental advisers to screen older adults for benefit eligibility, prepare their claims applications and submit their data for claims processing.

In addition to the web-based technologies, A2B intends to introduce an accredited Older Person Adviser Course (OPAC) for welfare rights advisers who work with older people.

The A2B project is supported by The Atlantic Philanthropies with specific government funding and advice and guidance from voluntary and community sector organisations.

This document provides background information and sets out the accounting and auditing requirements for the organisation.

At the time of printing A2B is not VAT registered and would not be pursuing this for the foreseeable future.

A2B is locally based with a current staff of 8 employees and governed by a Board of Directors of 4. Business activity is mainly located locally and all transactions are carried out in Sterling. Monthly creditor invoicing amounts to approximately 50-100.

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## Administrative

Any questions concerning contractual terms and conditions or proposal format must be directed to:

Name Tracy Bell  
Address Unit 40, North City Business Centre,  
2 Duncairn Gardens,  
Belfast, BT15 2GG, Northern Ireland  
Phone +44 28 9075 4070  
Email Tracy@a2b.org.uk

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## Scope and Timing of Work

The proposal should cover the accounting period of January 2009- December 2009

## Proposal Requirements

Proposal should provide the following information:

### 4.1 Organisation Description

Provide a brief description of the organisation's business, client base and specific knowledge that the organisation has. Detail any specific project experience relative to the RFP.

### 4.2 Proposal requirements

The proposal should detail the accounting and auditing requirements as follows:

- Support, when required, for the preparation of monthly accounting package prepared in Sage
- General accounting queries for the Management and Board of Directors
- Payroll services for ten staff, paid monthly, to include monthly payslips, calculations for PAYE and national insurance contributions for HMRC and completion of forms P35, P14 and P60
- Filing necessary returns with HMRC, to include Corporation Tax
- Filing of annual accounts with Companies House
- Year end accounts preparation
- Year end audit and presentation to the Board of Directors

### 4.3 Budget

The proposal must include a complete and accurate itemised budget for the preparation and delivery of the requirements that includes the following:

- The budget should show the total cost in each category of expenditure and the total proposed expenditure.
- If your price excludes certain fees or charges, you must provide a detailed list of excluded fees with a complete explanation of the nature of those fees.

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#### **4.4 References**

Please provide names and contact information for three clients who can speak directly of the bidder's ability to meet the requirements of this RFP.

### **Proposal Submission and Contract terms**

#### **Proposal submission**

- Proposals to undertake this work should be submitted electronically or by post to Tracy Bell, Project Co-ordinator at [tracy@a2b.org.uk](mailto:tracy@a2b.org.uk) by Noon, 10 July 2009
- Questions must be submitted to Tracy Bell no later than Noon, 3 July 2009. Questions may be sent by post or email. All questions will be answered at the same time following the deadline and a copy of all questions and answers will be provided to all persons who submitted questions.

#### **Contract terms**

A2B will negotiate contract terms upon selection. All contracts are subject to review and a project will be awarded upon signing of an agreement or contract, which outlines terms, scope, budget and other necessary items.

The Vendor will be engaged on a 'work-for-hire' basis.