

Invitation to Tender (ITT)

1. Introduction

BSUK is inviting suitably qualified and experienced firms to tender for the provision of external audit services.

The purpose of this process is to appoint an external auditor that can deliver a high-quality, independent audit service and provide constructive insight to support the organisation.

2. Background

BaseballSoftballUK (BSUK) is seeking to appoint an external auditor to undertake its statutory audit and provide related assurance services.

BSUK operates within a funded sporting environment and is subject to governance and reporting requirements, including those associated with public funding.

BSUK is the national development and performance organisation for baseball and softball in the United Kingdom. It is responsible for increasing participation, improving the playing experience, supporting talent development and driving elite performance across the sports.

BSUK works in partnership with the recognised National Governing Bodies – the British Softball Federation (BSF) and the British Baseball Federation (BBF) – which govern their respective sports across the UK, including affiliated clubs, leagues and national competition structures.

BSUK plays a central role in supporting and delivering national team programmes, including responsibility for key high-performance pathways aligned to internationally recognised disciplines of the sports.

BaseballSoftballUK Ltd is a not-for-profit company limited by guarantee, incorporated in England and Wales.

Further information is available at:

<https://www.baseballsoftballuk.com/>

Additional information may be provided during the tender process if required.

3. Scope of Services

The appointed firm will be expected to deliver external audit services, including:

- Statutory audit of financial statements
- Reporting to those charged with governance
- Communication of audit findings and recommendations
- Compliance with applicable auditing and regulatory standards
- Consideration of governance, internal controls and risk management arrangements

Tenderers may also outline any additional value-added services that could support BSUK.

REGISTERED OFFICE

Home Plate, Farnham Park National Baseball & Softball Complex, Beaconsfield Road, Farnham Royal, SL2 3BP
TEL 020 7453 7055 | EMAIL info@bsuk.com
www.BaseballSoftballUK.com
Registered Company 06258953

4. Contract Term

The proposed appointment is for an initial period of three years, with the option to extend subject to satisfactory performance and ongoing independence.

Performance will be reviewed on an annual basis in line with BSUK's governance arrangements.

BSUK may choose to undertake a re-tender process at the end of the initial term or any extension period.

5. Tender Process

The tender will follow a structured, single-stage process:

1. Issue of Invitation to Tender (ITT)
2. Clarification period
3. Submission of tender responses
4. Evaluation and shortlisting
5. Interviews (presentation and Q&A)
6. Final decision and approval
7. Appointment and contract finalisation

Further detail on the tender process is set out in the supporting documentation provided.

6. Tender Timetable (*Indicative*)

Date	Activity
19 Aug 2026	ITT issued (website and targeted invitations)
2 Sept 2026	Clarification questions deadline
7 Sept 2026	Responses to clarifications issued
15 Sept 2026 (5:00pm)	Submission deadline
15-18 Sept 2026	Evaluation and shortlisting
w/c 21 Sept 2026	Interviews
28 Sept 2026	Final evaluation and recommendation
w/c 28 Sept 2026	Approval (subject to governance requirements)
5 Oct 2026	Outcome notification
1 Nov 2026	Contract start

BSUK reserves the right to amend the timetable.

7. Clarifications

Any questions relating to this tender should be submitted by email to: Rachel.clarke@bsuk.com

Deadline for questions: 2 Sept 2026

REGISTERED OFFICE

Home Plate, Farnham Park National Baseball & Softball Complex, Beaconsfield Road, Farnham Royal, SL2 3BP
TEL 020 7453 7055 | EMAIL info@bsuk.com
www.BaseballSoftballUK.com
Registered Company 06258953

Questions received after this deadline will not be considered.

Responses to questions will be shared with all tenderers to ensure a fair and consistent process.

8. Submission Requirements

Tender responses must be submitted:

- By email only
- In PDF format
- By the submission deadline

Submissions must be sent to: Rachel.clarke@bsuk.com

The subject line must read:

“Confidential – ITT External Audit Services – [Tenderer Name]”

Late submissions will not be considered.

9. Response Requirements

Tenderers must complete and submit the Tender Response Template provided.

Responses should address all sections of the template and provide sufficient detail to enable evaluation.

10. Evaluation Criteria

Tender submissions will be evaluated based on:

- Quality of proposed audit approach
- Relevant experience and track record
- Strength and suitability of the proposed team
- Understanding of BSUK’s requirements
- Price and overall value for money

Further detail on the evaluation approach is provided within the tender documentation.

11. Interviews

Shortlisted tenderers will be invited to attend an interview consisting of:

- A presentation (20–30 minutes)
- A question and answer session

Tenderers should be prepared to present:

- Their proposed audit approach
- Key risks and areas of focus
- Their proposed team
- How they will add value

12. Confidentiality

All information provided by BSUK as part of this tender process is confidential and must not be disclosed to any third party without prior written consent.

REGISTERED OFFICE

Home Plate, Farnham Park National Baseball & Softball Complex, Beaconsfield Road, Farnham Royal, SL2 3BP
TEL 020 7453 7055 | EMAIL info@bsuk.com
www.BaseballSoftballUK.com
Registered Company 06258953

13. Costs

Tenderers are responsible for all costs incurred in preparing and submitting their response. BSUK will not be liable for any such costs.

14. Reservation of Rights

BSUK reserves the right to:

- Amend or withdraw the tender process at any time
- Request clarification or additional information
- Reject any or all submissions
- Not make any appointment as a result of this process

15. Appointment

The successful tenderer will be formally appointed subject to:

- Final agreement of terms
- Execution of an engagement letter with the appointed auditor

REGISTERED OFFICE

Home Plate, Farnham Park National Baseball & Softball Complex, Beaconsfield Road, Farnham Royal, SL2 3BP
TEL 020 7453 7055 | EMAIL info@bsuk.com
www.BaseballSoftballUK.com
Registered Company 06258953