

Clackmannanshire Third Sector Interface (CTSI)

GOVERNANCE REVIEW SUPPORT TENDER



1 Introduction

As a Third Sector Interface, CTSI needs to be a model of good governance and management - to ensure this is always the case, it is good practice to schedule a review of our governing documents.

1.1 Project Goals and Objectives

- A review of CTSI's Memorandum and Articles of Association
- A review of our board structure and recruitment processes
- A review of our financial management systems and controls

1.2 Purpose of this Invitation to Tender

We wish to invite suitably qualified individuals or organisations who are able to review our governance and systems from a legal AND a third sector perspective. The successful contractor will be required to assess and report on the following:

- Are our memorandum and Articles of Association fit for purpose
- Is our Board Structure and recruitment process fit for purpose
- Are our financial management systems and controls fit for purpose
- Review 2 way communications processes with our Members and Stakeholders

1.3 Form of Tenders

Please email a proposal (no more than 2 sides of A4) indicating:

- What services you/your organisation offers
- What legal experience/qualifications you/your organisation has
- What Third Sector experience/involvement you/your organisation has
- What charges will be involved
- Please include information such as contact details, registered company address, web address, evidence of capacity to deliver contract requirements, what experience have you/your company gained of dealing with similar contracts, details on average size of contracts undertaken previously.

1.4 Procurement Timetable

Interested parties should submit their proposal no later than 5pm on Friday 26th August 2016 and, if successful in tendering, present a final report to the Board of CTSI no later than 25th September 2016.

1.5 Tender Evaluation

Each proposal will be evaluated according to:

- Qualifications/ experience of organisation/ individual
- 3rd Sector Involvement/ awareness/ experience
- Cost and/ or value for money

More information regarding CTSI's background, activities and mission can be found [here](#). Should you have any questions or would like to submit your proposal, please email admin@ctsi.org.uk

