



**TRANSPORT
FOR LONDON**

EVERY JOURNEY MATTERS

To: Richard De Cani, Managing Director of Planning

Cc: Howard Carter, General Counsel
Sir Peter Hendy, Commissioner

From: Clive Walker
Director of Internal Audit

Phone: 020 3054 1879

Date: 16 June 2015

Ref: IA 15 638

Internal Audit Work on the procurement of design and development services for the Temple to South Bank footbridge Project

Following our audit opening meeting on 9 June 2015, we have agreed the following details for this audit work.

Audit Objective

The objective of this audit is to provide assurance that the procurements of design and development services for the Temple to South Bank footbridge Project were undertaken in accordance with procurement regulations and approved procedures, and were open, fair and transparent.

Scope

This audit has been requested by the Commissioner, in response to questions raised by a member of the London Assembly.

The audit will focus on the control environment in relation to the following key risk areas in respect of the procurements of design and development services for the initial design and the detailed design and development:

- Procurement management processes and compliance with UK & EU guidance
- Selection and pre-qualification of bidders
- The process for developing and approving the Invitation to Tender, contract and associated documents
- Evaluation process for Invitation to Tender and management of bid clarifications

- Contract award and debriefing
- Arrangements for post contract award management.

The audit will be undertaken through a combination of desktop review of documentation and interviews with key personnel involved in the procurement exercise.

The output of the audit will be a memorandum, detailing our findings and providing a conclusion in relation to the audit's objective.

Planned Audit Timetable

Start of fieldwork	16 June 2015
Closing meeting	3 July 2015
Draft memorandum issued	10 July 2015
Interim memorandum issued	24 July 2015

Audit Team

The audit team will comprise:

Senior Audit Manager: Roy Millard (020 3054 1628)

Audit Manager: Mushtaq Ali

Auditor: Mark Reilly

Internal Audit and Auditee Responsibilities

In order to enable the audit process to be concluded as efficiently and effectively as possible, we make certain undertakings concerning our delivery of the audit, and we also ask you to accept certain responsibilities. The linked document contains details of our respective responsibilities together with information about the audit reporting progress.

In the event of any queries with the content of this memo or at any time during the course of the audit, please do not hesitate to contact the Senior Audit Manager or me to discuss.

Kind regards

Clive Walker
Director of Internal Audit
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