



Harness Racing Australia Audit Service - Tender Document

Introduction

The principle objective of this tender is to establish the most suitable provider of Audit Services for *Harness Racing Australia Incorporated*.

Harness Racing Australia Incorporated is the peak body for the enhancement and furtherance of the sport. It is a not for profit, member based organisation, with the members being the State Controlling Bodies and the Principal Racing Clubs. Harness Racing Australia has its head office in Melbourne. Income is generated through fee for service work and membership fees paid by the State Controlling Bodies.

We provide service to our members and the harness racing industry generally in the following areas:

- Representation on national forums;
- Creation, maintenance and keeper of the stud book;
- Updating of HRA website and HRA on-line;
- Naming and importing of horses;
- Administration of DNA testing for parenting determination;
- Product testing and safety;
- Industry Insurance – personal accident and club liability;
- Making submission on behalf of the harness racing and standard-bred breeding industry to all levels of Government;
- Undertaking projects and investigations on a pro-active basis.

The sport of harness racing is an exciting spectacle that is conducted in all states of Australia except the Northern Territory. The majority of the industry participants class themselves as being hobbyists however this does not negate the importance to operate in an extremely safe environment where the safety of the participants and racing animals is paramount.

Full details of our operations, including our corporate structure, rules of association and other pertinent information can be found at our website:

<http://www.harness.org.au/hra/hranational.htm>

General Terms and Conditions of Tender

Harness Racing Australia shall not be bound to accept the lowest offer of any submission and no submission shall be deemed to have been accepted until a formal written agreement is executed between the parties.

Confidentiality

All information contained in this document and its attachments is strictly confidential and may not be reproduced in any form or communicated to any other person, firm, company or other third party without the written consent of *Harness Racing Australia*.

Contact Information

All enquiries, correspondence and other communication pertaining to this tender must be directed to:

Cameron Brown – Finance Manager

Telephone: 03 9227 3003

Facsimile: 03 9227 3030

Mobile: 0439 561 444

Email: CBrown@hra.harness.org.au

Tender Costs

The tenderer accepts all liability for costs associated with the preparation and submission of their tender and the attendance at meetings, presentations or such other site visits as may be required in connection with this tender.

Reservation of Rights

Harness Racing Australia reserves the right to:

- amend the nature, scope, terms, conditions and requirements of this tender without notice at any time
- discontinue to engage or negotiate with any tenderer without notice at any time and is under no obligation to disclose the reason(s) for its decision to do so
- enter into post-submission discussions or negotiations with tenderers on any matter prior to the selection of the successful tenderer
- abandon or postpone the tender process at any time before or after the receipt of written and/or oral submissions from the tenderers
- make inquiries of any person, company or organisation regarding the tenderer and/or its written and/or oral representations
- take any other action it considers necessary or appropriate in the relation to this tender

Audit Commencement Date

The first period for Audit will be for the year ended 30 June 2017, which is to be completed by September 2017.

The appointment of the auditor will be confirmed at the *Harness Racing Australia* Annual General Meeting which will be held in October 2016.

Outsourcing

If any component(s) of your company's service offering to *Harness Racing Australia* is to be outsourced to any third party, please advise which component(s) of your service offering will be outsourced together with full details and the credentials of the third party organisation(s) to whom it will be outsourced.

Professional Indemnity

Please provide details of your company's Professional Indemnity insurance with particular reference to the name of the insurer(s) and the limit(s) of indemnity and deductible(s) applicable.

Expression of Interest

These should be made by close of business 5 September 2016 and addressed to Cameron Brown in the form of an email.