An tÚdarás Sláinte agus Sábháilteachta
Health and Safety Authority

CLARIFICATION DOCUMENT

Please note clarifications may be provided in response to queries submitted and/or at the Contracting Authority's own volition and discretion. Submitted queries may have to be modified for publication purposes.	
Contracting Authority:	Health & Safety Authority
Title of competition:	The establishment of a single party framework agreement for the provision of Technical Recruitment services for the Health and Safety Authority
Procedure	Open Procedure
eTenders Ref:	6792226
Closing date and time for Queries: **REVISED CLOSING DATE & TIME:**	Monday, 1st December 2025 @12 noon (Irish time) **Monday, 15th December 2025 @12 noon (Irish time)**
Closing date and time for Submissions: **REVISED CLOSING DATE & TIME:**	Wednesday, 10th December 2025 @12 noon (Irish time) **Tuesday 6th January 2025 @12 noon (Irish time)**
This Clarification relates specifically to Questions 1 to 39. For completeness, it contains answers to all the questions to date.	
Clarification Number:	1
Issue Date:	Monday, 22 December 2025

Question #1: **Can you confirm what is meant by the terms 'Fund Name' and 'Fund Structure' under the Reference Contracts? What information is required here?**
Answer #1: This is not relevant for this competition – please disregard.
Question #2: **The RFT notes an indicative figure of approximately 10 contracts in the first 12 months. Could the Authority confirm whether this remains the expected volume, and whether similar levels of activity are anticipated in subsequent years of the framework?**
Answer #2:

Yes, this is currently the anticipated level of activity with most likely increases in these numbers in the coming years. Some of these campaigns will be for multiple roles (panels put in place) and some will be for individual roles.
Question #3: **Does the Authority anticipate any high-volume or multi-role campaigns (particularly for Inspector Grades II and III) during the initial 12–24 months of the framework?**
Answer #3: Yes, in particular for Inspector Grade III roles.
Question #4: **The RFT provides sample job descriptions for two roles. Are additional sample role profiles or competency frameworks available for other technical or specialist roles expected under this framework?**
Answer #4: The sample job descriptions are provided for tenderers to use when responding to Award Criterion B.2. No further sample role profiles or competency frameworks will be provided.
Question #5: **Will the appointed framework member be required to deliver or support assessment centres, technical testing, or psychometric evaluation as part of the recruitment process for Inspector or specialist technical roles?**
Answer #5: It is not envisaged that the use of assessment centres will be required for any of the campaigns. Some technical testing and / or psychometric evaluation may be required on a case by case basis.
Question #6: **Could the Authority clarify the key SLAs or KPIs that will be used to monitor the framework member's performance (e.g., time-to-shortlist, time-to-fill, reporting requirements)?**
Answer #6: Some indicative KPIs are set out below: Time to shortlist – One week Response to queries – One day The final SLA and KPIs will be agreed between the HSA and successful tenderer.

Question #7: **Will the Authority use a standardised requisition or role-request template for call-off contracts, and is there an expected or preferred timeframe for submission of shortlists following receipt of a requisition?**
Answer #7: The form of call-off request will be agreed between the parties. All relevant call-off details will be issued with the relevant call-off request.
Question #8: **Does the Authority use any internal HR, ATS, or e-recruitment systems that the framework member will be required to interface with or provide reporting into?**
Answer #8: Not at present. It is possible that an e-recruitment system will be put in place over the duration of the framework agreement.
Question #9: **Are there any specific data protection, reporting, or information security requirements beyond standard GDPR and public-sector compliance that the supplier should be aware of?**
Answer #9: Not over and above the standard GDPR and public sector compliance.
Question #10: **Does the Authority anticipate that any ongoing or partially completed recruitment campaigns may transfer to the newly appointed framework member upon commencement?**
Answer #10: No – it is not anticipated that any campaigns currently in place will be transferred over to the newly appointed framework member.
Question #11: **Is there a current incumbent supplier providing Technical Recruitment services, and if so, will any transition arrangements apply?**
Answer #11: Yes there is a current supplier in place and no transition arrangements will apply.

Question #12: **For fixed-term contract roles, should fees be applied at the same rate as permanent placements, or should they be pro-rated based on contract duration?**
Answer #12: It is at the tenderers discretion what fees they apply, but they must complete the TRD-PS rates table provided.
Question #13: **Are there particular innovation or value-added areas the Authority would find most beneficial (e.g., labour-market insights, talent analytics, digital screening, employer-branding support, or market mapping)?**
Answer #13: It is at the tenderers discretion if they wish to propose any innovative and/or value-add services as part of their fees. Employer branding and labour market insights would be deemed highly useful.
Question #14: **Does the Authority expect any immediate or early recruitment requirements that the successful framework member should be prepared to support upon commencement of the framework?**
Answer #14: Yes, there are a number of roles which will be required to be commenced immediately upon signing of the relevant contract documentation.
Question #15: **We have a number of staff who have under gone training recently and are waiting accreditation with The British Psychological Society, can you please confirm if this would be acceptable for the Qualified Assessor role?** **Can you please confirm that our understand is correct and that in the 'Personnel and Skills Pass Fail Criteria' section you are seeking to understand the organisational capacity capabilities and then in section 'Criterion C' you would like the nominated team to be outlined and profiles included for the account manager, deputy account manager and the relevant lead/specialist and senior recruitment consultants? Can you also please confirm the number of profiles that you would expect to see and the make-up of the nominated team i.e. the number of lead, specialist and senior recruitment consultants.**
Answer #15: Yes this will be acceptable for the qualified assessor role.

Yes the interpretation of the section C is correct. We would expect to see at least one lead, and two of each specialist and senior recruitment consultants. It will also be important for applicants to outline the administrative support available to them in order to administer relevant campaigns.
Question #16: **Can you confirm that the HSA needs to align with the CPSA Code of Practice?**
Answer #16: Yes this is correct
Question #17: **If the HSA recruitment needs to align with the CPSA Code of Practice, can you confirm that Headhunting and approaching candidates is still a required part of this service?**
Answer #17: Yes that is correct
Question #18: **What was the volume of Competitions completed in the last 12 months per Business Sector listed in the RFT Corporate Services, Legal Services and General Administrative Support?**
Answer #18: Approx 30 competitions with an even split across all areas. It is not envisaged that there will be as significant a level in the Legal Services area over the course of this contract.
Question #19: **What were the grades at which the competitions run?**
Answer #19: Competitions are normally run at the equivalent Civil Service Professional and Technical Grades. i.e. Aligned to Engineer Grade I, Grade II and Grade III. Some minor adjustments to this list may apply. Please refer to Section 3.1.2 for details of all grades.
Question #20: **What was the average amount of applications which were received per competitions?**
Answer #20: Highly dependant on the role. Grade III panel roles circa 250 applications. More specialised roles can be less than 20. Some administrative campaigns can attract over 1000 applicants.
Question #21: **How many days of interviews on average are held per competition?**

Answer #21: Again highly dependent on the role but from one to five days.
Question #22: **Is it requested that the successful tenderer conducts screening calls and or first round interviews with all candidates ahead of these candidates being shortlisted and invited to interview with the HSA's interview panel?**
Answer #22: This is not a requirement for this tender competition.
Question #23: **Are there normally 1 or 2 rounds of interviews?**
Answer #23: One round at Grade III level and 2 rounds for Grade II and Grade I.
Question #24: **Are interviews normally held in-person or virtually?**
Answer #24: In the normal course of events held in-person. We do cater for virtual interviews on a case by case basis. It is normal practice in a two round interview situation that second round is in-person only.
Question #25: **The written exercise mentioned in the RFT at interview stage, does that require invigilation by the successful tenderer?** **a. How is this written exercise shared to candidates?**
Answer #25: Yes will require invigilation. Shared to candidates in a process agreed with the successful tenderer. Only used in minor number of campaigns.
Question #27: **Can you please clarify the request for interview panel members from the successful tenderer, is a note taker only required for senior positions or for every grade** **a. Is the panel member put forward from the successful tendered to a chairperson, industry expert or HR representative on the panel?** **b. Is the price of the interview panel member and note taker to be included in the cost of the permanent fee's or to be charged as per the rates table tab?**

Answer #27:

All campaigns will require an independent chairperson to be appointed by the successful tenderer and the cost of same should be incorporated into the permanent fee.

In a small number of roles, an additional note taker may be required. This can be detailed in costing tables as an additional as per the rates table tab.

Question #28:

Can you provide the average length of fixed term/temporary contracts?

Answer #28:

Circa 2-3 years. These are in the minority.

Question #29:

Can you please clarify if this tender will be awarded on a Single Supplier basis or a multi-supplier basis?

Answer #29:

Single Supplier Framework Agreement.

Question #30:

In Section 2 About the framework agreement under 2.3 it is noted that the "The framework agreement will be established as a single-party framework agreement with the top scoring admissible tenderer identified following the assessment of the qualitative criteria for selection, compliance with minimum specification requirements and the award criteria." but then further down in 3.1 call off contracts are noted as being awarded to the framework member, Can the HSA clarify what services if any are awarded to a single supplier and what services will fall under the call of contract method.

Answer #30:

The delivery of services under the framework agreement will be subject to a call off order to activate services for a particular competitions.

Question #31:

Can you clarify please how roles will be filtered out to the businesses should the call off contract be awarded to multiple suppliers?

Answer #31:

This is a Single Supplier Framework Agreement and only one framework member will be appointed to the framework.

Question #32:

In reference to the Official Languages Act can the HSA confirm if all roles require to be translated in to Irish for advertising and for the competitions booklets

Answer #32: All job titles are required to be translated into Irish, the HSA complete this internally. Some booklets may require translation, but this can be administered by HSA and should not form part of fee structure.
Question #33: **Can the HSA confirm the requirements as listed in 3.3.2 "Participation on shortlisting" what duties are required at this stage**
Answer #33: These services will be determined on a case-by-case basis and set out in the call-off request for that specific competition.
Question #34: **Can the HSA confirm for pricing "Additional assessment tools as part of a recruitment competition" and in the pricing sheet, is that per candidate?**
Answer #34: Yes – per candidate basis
Question #35: **For assessments, what are the main assessments used per grade**
Answer #35: It is preferred that the successful applicant would be in a position to provide assessments around cognitive ability, personality profiles, behavioural assessments and / or emotional intelligence testing should it be required. Not all assessments are used for all competitions and would be agreed at the outset on a case by case basis.
Question #36: **At what stage in the recruitment process are assessments administered? Following applications stage or at interview stages**
Answer #36: Can use cognitive ability / behavioural assessments as part of shortlisting process for high volume campaigns but mostly used at interview stage.
Question #37: **What is required in the subject matter box in that data hosting table?**
Answer #37: The establishment of a single party framework agreement for the provision of Technical Recruitment services for the Health and Safety Authority.

Question #38: **What is your normal process for 'Secure destruction or Return of the Personal Data at the end of the provision of Services:'**
Answer #38: This will be agreed with the successful tenderer in line with Data Protection Policy.
Question #39: **What are the pay frequencies or preferred frequencies for the temporary staff on agency payroll?**
Answer #39: Payment is made on a fortnightly basis.