



Clarification Document #1

Title:	2025/024 Provision of Occupational Health and Pre-Employment Services for Enterprise Ireland, IDA Ireland, and Research Ireland.
Issue Date:	18/02/2026
Deadline for receipt of queries	Date Month Year at 12 noon (Irish time) to via eTenders messaging portal
Procedure	Open

Question 1

Could you outline which components of the pre-employment medical are completed online and which require face-to-face assessment, and the clinical roles involved in delivery?

Answer 1

The large majority of pre-employment medicals are completed online and provide the contracting authority with assurance that the prospective employee is medically fit for work. It is only expected that a face-to-face assessment would take place at the request of the individual and employer. Currently, the online pre-employment medicals consist of a concise form/questionnaire sent to the individual by the HR team within the contracting authority. A registered Occupational Health Nurse will usually receive/review this medical and deliver this request.

Question 2

Could you clarify which occupational health assessments are typically nurse-led and which involve an Occupational Health Physician, particularly in relation to more complex cases?

Answer 2

Occupational Health Nurses would handle most routine and moderately complex assessments, e.g. pre-employment medicals, routine absence reviews, monitoring ongoing conditions, routine health surveillance, case management, etc. Occupational Health Physicians would be expected to step in for issues requiring medical diagnosis, specialist opinion, and high-risk decision-making. The OHP would be involved where there are complex health issues and long-term disorders at play. They would also be involved where there is an ill-health retirement situation or a return-to-work review after a significant medical event.

Question 3

Could you provide further detail on the scope of Critical Illness Protocol assessments, including the clinical professionals involved and any follow-up provided?

Answer 3

Should these requests be required, a referral is made on the portal by the employer with a report from the treating Specialist for the OHP to assess if the criteria are met. Employees can also email the report directly to the OHP should they wish to.

Question 4

Could you expand on the scope of full medical screening, including whether ECGs are routinely provided or limited to executive medicals, and how abnormal results are managed?

Answer 4

Full medical screening, including ECGs are very rare and would not be routinely requested – these are included within the scope of requirements to give the contracting authority flexibility to draw down such services under the framework if required.

Question 5

Could you provide more information on the pandemic management support referenced, including the types of advice or services typically offered?

Answer 5

The pandemic management support element is included, should such a situation arise, like Covid-19, so that the contracting authority can seek specialist support/advice in how best to manage and respond to a pandemic, including the support of developing relevant policies and procedures to safely manage such an event.

Question 6

Could you outline the health promotion programmes and training available, including whether these are calendar-based initiatives or tailored programmes, and the types of training commonly delivered?

Answer 6

Currently, the only programmes related to the OH provider are the annual Flu Vaccination Programmes, which are conducted within the contracting authority's offices. Separately, our ED&I lead runs several health-related initiatives throughout the year for employees, e.g. webinars, etc.

Question 7

Regarding cancer risk prevention and screening (e.g. breast, colon, prostate), could you clarify how these services align with national screening programmes and guidelines, and the role of occupational health in supporting or signposting employees?

Answer 7

We expect the successful tenderer to guide us on this with their expertise as to what best practice is in this regard.

Question 8

Could you confirm whether cardiovascular risk prevention and management is delivered primarily through health promotion activities, or whether clinical assessment is also included?

Answer 8

We expect the successful tenderer to guide us on this with their expertise as to what best practice is in this regard.

Question 9

Could you describe the purpose and scope of pre-travel and pre-relocation health assessments, including how these assessments are structured and the clinical input involved?

Answer 9

The purpose of the pre-relocation assessments is to ensure we are relocating employees overseas who are medically fit to work, travel, and relocate safely. Currently, this is not something we are conducting, but we do have it included in the framework should we wish to avail of the service in the future.

Question 10

Could you provide further context on the inclusion of ECG stress testing, including the clinical indications and governance arrangements?

Answer 10

We expect the successful tenderer to guide us on this with their expertise as to what best practice is in this regard.

Question 11

Where chest X-rays are clinically indicated, could you outline how referrals are arranged and whether this is delivered directly or via external healthcare providers?

Answer 11

We expect the successful tenderer to guide us on this with their expertise as to what best practice is in this regard.

Question 12

With respect to PSA testing, could you clarify the clinical approach taken, including consent, examination, and alignment with current best-practice guidance?

Answer 12

We expect the successful tenderer to guide us on this with their expertise as to what best practice is in this regard.

Question 13

To provide an accurate representation of the Client portal requirement outlined in the ITT can we request further clarification on the specification requirements for the portal?

Answer 13

The portal must be managed by the OH provider and be secured via multi-factor authentication (MFA). Relevant members of the HR team within the contracting authority should be able to securely access pre-employment questionnaires, view relevant reports completed by the OH provider, and submit referrals through the platform.

Question 14

Please confirm the timeline, subject to tender award, for the client portal to be operational.

Answer 14

As soon as the contract commences, once the OH provider is working with the contracting authority.

Question 15

Data Backups Can the Contracting Authority clarify its expectations in relation to data backup requirements, specifically:

- a) whether platform-level backups provided by the service provider are sufficient,
- b) whether a separate or client-accessible backup location is required,
- c) whether the backup requirement applies to records only, or also includes files and metadata?

Answer 15

The provider will be expected to maintain backups of all relevant documentation in a secure environment. It is the responsibility of the service provider to determine the most appropriate secure accessible location and relevant documentation.

Question 16

DSAR Timeframes The tender references a 24-hour response timeframe in relation to data protection obligations. Can the Contracting Authority clarify whether this timeframe applies specifically to personal data breach notification only, or whether it is also intended to apply to Data Subject Access Requests (DSARs)?

Answer 16

The 24-hour notification period relates to breach obligations.

Question 17

Reports and Reporting Can the Contracting Authority clarify what is meant by “assessment reports” and “formal reports” within the tender documentation, specifically whether this refers to formally generated documents (e.g. written reports or PDFs), or whether secure portal-based reporting and dashboards would be acceptable where appropriate?

Answer 17

This relates to written reports and advice from the OH provider to the contracting authority based on individual cases. It would be common for such reports to be shared with the contracting authority via the secure portal. Other basic assessments and reports would include completed pre-employment medical assessments.

Question 18

Reporting Formats - Are there preferred templates or reporting formats currently used by Enterprise Ireland, IDA Ireland, or Research Ireland that the successful provider will be expected to align with

Answer 18

Not necessarily, once the reports and information are shared as needed and securely with the contracting authority.

Question 19

Artificial Intelligence - The tender references the use of Artificial Intelligence in the context of the EU AI Act. Can the Contracting Authority clarify whether rules-based system automation (such as workflow or process automation without machine learning) is considered “AI” for the purposes of this disclosure, or whether the requirement applies only to machine-learning or generative AI functionality?

Answer 19

This requirement applies only to machine-learning and/or generative AI functionality.

Question 20

Members of our clinical team are registered Nurses studying Master's qualifications in Occupational Health. Do these profiles meet the requirement for a Medical Case Manager?

Answer 20

Yes, they meet the requirement.

Question 21

For transparency in providing comparable costs within section 4.1, will the contracting authority accept pre-employment medicals being done by Occupational Health Advisors (OHA), with any concerning results being reviewed by the Occupational Health Physician (OHP)?

Answer 21

Yes.

Question 22

For costing purposes, is it accepted that standard cases/assessments are carried out by the Occupational Health Advisor, with the complex cases being dealt with by the OHP?

Answer 22

Yes.

Question 23

Should pricing for all tests indicated on page 16 of the invitation to tender document - 'indices to be measured' and 'standard blood profile' - be incorporated into the pricing for standard and complex Individual ill-health fitness/wellness medicals/assessments? Also, is the assumption that these tests are not carried out by the provider for the on-line assessments?

Answer 23

Yes, they should be incorporated into the pricing for those assessments. These tests would not be carried out online.

Question 24

Is there a current OH provider in place for this service?

Answer 24

Yes.