

Schedule of Clarifications

Provision of Board Secretariat Services

Tender Procedure: Open Procedure

CfT ID: 8292987

DIGITAL MANUFACTURING IRELAND

Clarifications – Tranche 1

Issued on 23 June 2026

Msg ID	Query	DMI Position/Response
713739	**Question 1:** Can you please provide us with additional information on "Statutory Filings"? • Is this limited to CRO filings or does it encompass RBO? • Can you confirm if any tax/Revenue filings are required or of they are out of scope?	Statutory filings are limited to CRO filings only. Tax and Revenue filings are outside the scope of this tender.
	Question 2: Can you please confirm if this tender is for Digital Manufacturing Ireland CLG or if the subsidiary Digital Manufacturing Ireland Services Limited is also in scope?	The tender covers both Digital Manufacturing Ireland CLG and Digital Manufacturing Ireland Services Limited. However, Digital Manufacturing Ireland Services Limited is a single-member company and does not hold AGM or Board meetings. The requirement for that entity is therefore limited to CRO filings only.
	Question 3: Can you please provide an estimate on how many board and committee meetings there are per quarter/month and how many board committees you have that relate to the tender?	The Company Secretary is required to attend Board meetings only. DMI currently holds approximately six Board meetings per year: two in Dublin, two in Limerick and two online. This schedule is indicative and may be subject to change.
	Question 4: What if any expectation is there with regard to on site attendance with the client down in Limerick	Where Board meetings are held in person at DMI's Limerick site, on-site attendance will be required.
	Question 5: And are board/committee meetings held in person/remotely or a mix of both and if a mix what is the approximate split.	Board meetings are held through a mix of in-person and online formats. The current indicative split is two meetings in Dublin, two in Limerick and two online each year, although this may be subject to change.
715935	**1. Governance Structure & Operations:** Could you provide further detail on the current Board and Committee structure, including membership and frequency of meetings? Is it anticipated that these meetings are to be attended in person? Are there any anticipated changes to the governance structure during the contract period?	See response to Msg ID713739
	2. Scope, priorities and success measures: Are there any current governance priorities, challenges, or areas for improvement that the appointed provider should focus on in the first 6–12 months?	DMI expects the appointed provider to support the continuous enhancement of Board effectiveness and governance practices throughout the term of the contract. DMI does not prescribe specific governance reviews, process redesign

	How does DMI define success for this role (e.g. key outcomes, impact on Board effectiveness, governance maturity)? Are there any specific deliverables or milestones expected early in the engagement (e.g. governance review, process redesign, Board evaluation)?	exercises or Board evaluations at the outset of the engagement. However, Tenderers should note that continuous improvement and the identification of opportunities to strengthen governance effectiveness will form part of the role. Success will be measured by the provider's ability to deliver an efficient, effective and proactive Company Secretarial service that supports the Board in the discharge of its governance responsibilities and contributes to the ongoing maturity and effectiveness of DMI's governance arrangements.
	3. Horizon Scanning & Strategic Insight: How is horizon scanning currently undertaken, if at all? What format and frequency of strategic briefings or updates would be expected by the Board? Within the broad remit outlined (e.g. AI, policy, funding, regulation), are there particular priority areas (e.g. regulatory, AI, policy, funding) that should be the focus of horizon scanning?	Horizon scanning does not form part of the scope of services required under this procurement process. Tenderers should prepare their submissions on the basis of the scope of services set out in the procurement documents.
	4. Stakeholder Engagement What level of interaction is expected with the Chair, CEO and executive team? Are there any specific expectations regarding communication style or stakeholder engagement (e.g. weekly check-ins, pre-Board alignment sessions)?	The successful provider will be expected to engage regularly with the Chair, CEO and relevant members of the executive team as required to support the effective operation of the Board. In addition, there may be occasional requirements to provide governance-related guidance and support to Board members and/or members of the executive team in relation to Board activities and governance matters.
	5. Systems & Documentation: What systems are currently used for • Board pack distribution • Document management and storage Will the appointed provider be responsible for maintaining all governance documentation and records?	DMI currently utilises Microsoft SharePoint for Board document management, storage and distribution purposes. The successful provider will be responsible for maintaining Board governance documentation and records relevant to the delivery of the Company Secretarial services. This includes ensuring that Board records are appropriately maintained, organised and updated throughout the term of the contract.
	6. Transition & Onboarding: Will there be a provider already in place, and if so, will a structured handover be included? To what extent will the provider be expected to own versus support	The successful provider will assume responsibility for Board-specific governance documentation, including Board manuals, governance policies, registers and other governance-related records associated with the Board and its committees.

	governance documentation (e.g. Board Manual, policies, registers)?	Appropriate support will be provided by the executive team during onboarding and throughout the contract term to facilitate access to information and ensure continuity of service delivery.
	7. Continuity & Service Delivery: Could you clarify expectations regarding availability outside scheduled meetings, if required? How should additional or ad hoc support beyond the standard one day per week be managed? Also, with the request for dedicated support one day per week, is there an expectation that this be done remotely or in the office or hybrid approach?	Tenderers should note that Board members and members of the executive team may, from time to time, require governance advice or Company Secretarial support outside scheduled Board and committee meetings. The estimated requirement remains approximately one day per week. However, where additional support is required, DMI may request supplementary services on an ad hoc basis. Tenderers may therefore provide an hourly rate for any additional support requirements that exceed the estimated one day per week commitment. DMI's expectation is that the majority of services will be delivered remotely. However, Tenderers should note that there may be an infrequent requirement to attend meetings or engagements in person where circumstances warrant.