

Clarification Document # 1

Title:	Provision of Fixed Term and Temporary Agency Staff
Issue Date:	15.07.26
Deadline for receipt of queries	15.07.26

No.	Question
1	The pricing tables at Appendix 2 include a line for "Employer PRSI, PAYE and USC". Can the Contracting Authority confirm that this line should reflect employer's PRSI only, given that PAYE and USC are employee deductions from gross pay rather than additional employer costs? Clarification would ensure all tenders are priced and compared on a like-for-like basis.
Ans.	Please see updated TRD for clarification
2	Can the Contracting Authority confirm how holiday pay should be treated in the "Total Weekly Cost" figure i.e., should it be shown as a weekly accrual spread across the working year, and does the weekly total assume a full 37.5-hour week worked with no annual leave taken in that week?
Ans.	Please see updated TRD for clarification. Please note the week is actually a 35 hour week. The Total Weekly Cost should be for a 35 hour week worked
3	The salary scales quoted reference Circular 22-2026. Where national pay agreement adjustments or revised circulars increase the applicable salary scales during the contract term, can the Contracting Authority confirm that pay rates charged will be adjusted accordingly, with the tendered agency fee applied to the revised rates and all other pricing elements remaining unchanged?
Ans.	This is correct – the pay rate will be adjusted in line with any national pay agreement and all other pricing elements remain unchanged
4	With the commencement of pension auto-enrolment (My Future Fund), employers are subject to mandatory contribution obligations in respect of eligible workers. Can the Contracting Authority confirm that employer auto-enrolment contributions should be included under "Other Employers Costs" in the pricing tables, so that all tenderers price this obligation on a consistent basis?
	Yes

No.	Question
5	Appendix 1 states that roles required include "but are not limited to" Clerical Officer, Executive Officer and Higher Executive Officer equivalents. Can the Contracting Authority confirm how assignments at grades outside the three priced grades would be charged – for example, by applying the tendered agency fee to the relevant salary scale?
	Yes that is correct
6	Can the Contracting Authority confirm whether there is an incumbent supplier currently providing temporary agency staff to the Teaching Council, and whether there are agency workers currently on assignment to whom the European Communities (Protection of Employees on Transfer of Undertakings) Regulations 2003 may apply? If so, will anonymised workforce information be made available to tenderers to inform pricing?
	There is an incumbent. We will run out the current short term contracts with the incumbent – therefore TUPE will not apply
7	Paragraph 2.20 (Site Visit) of the CFT contains placeholder text for addresses, dates and contact details. Can the Contracting Authority confirm whether a site visit forms part of this Competition and, if so, publish the relevant arrangements?
	No, a site visit does not form part of this competition, it is optional.
8	Instruction 4 of the Tender Response Document refers to a "maximum page limit" per award criterion, while Criteria 2, 3 and 4 specify word limits (1,000, 1,500 and 300 words respectively). Can the Contracting Authority confirm that the word limits alone apply, and whether tables, headings and diagrams within a response are included in the word count?
	Yes all tables, headings and tables are included in the word count
9	Client Reference 2 in the Tender Response Document is headed "Evidence of Previous Experience providing an xxx". Can the Contracting Authority confirm that both client references should relate to the provision of temporary agency staff?
	Yes, we confirm references should refer to provision of temporary staffing
10	Criterion 3 of the Tender Response Document states that CVs (max 4) are not included in the word count. Can the Contracting Authority confirm whether any page or word limit applies to the individual CVs?
	Yes, a 2-page page limit applies for each CV supplied.
11	Can the Contracting Authority confirm whether Garda vetting or any background checks beyond those listed in the Candidate Screening Requirements at Appendix 1 are required for any roles and, if so, whether associated costs should be included in the tendered rates or recharged at cost?
	Only the checks requested in the CFT are required.

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12	Can the Contracting Authority confirm the expected invoicing frequency and the timesheet approval process that will apply under the contract, including the format of timesheet approval required?
	Timesheets are signed off weekly by the relevant line manager. Invoicing monthly.
13	Can the Contracting Authority confirm whether hours worked in excess of 37.5 per week, where requested and approved by the Teaching Council, will be chargeable and on what basis?
	Please note the hours are 35 hours per week. No additional hours will be required from temporary staff.
14	Can the Contracting Authority provide details of its historical usage of temporary agency staff over the past 24 months – for example, the number of assignments, grades engaged and approximate total spend per annum – to assist tenderers in pricing on an informed and consistent basis?
	We currently have 2.6 WTE Clerical Officers in place. They are here between 7 & 2 months .Before that we had no agency staff for over 12 months.
15	Where will staff be placed, is a remote or hybrid model envisioned?
	This is role-dependant. All temporary staff are required full time in the office initially. After a successful induction period, placements would be required in-person 3-4 days a week with a hybrid option for 1-2 days per week in some instances.
16	What is the anticipated volume of roles per year?
	Unknown
17	Will the Teaching Council conduct in house interviews for candidates put forward?
	We will interview – it may be in person or online
18	Is TUPE relevant to this competition?
	No
19	Are Graphics and/or tables included in the word count for criterion 2-4?
	Yes

No.	Question
20	Section 4, Criterion 3 of the Tender Response Document requires Tenderers to include CVs (maximum 4) for the nominated Account Manager and support individual(s), and confirms these are not included in the 1,500-word count. Could the Contracting Authority please confirm whether any page limit or format requirement applies to the CVs themselves?
	Yes, a 2-page page limit applies for each CV supplied.
21	In Section 3 of the Tender Response Document, the heading for Client Reference 2 reads "Evidence of Previous Experience providing an xxx". Could the Contracting Authority please confirm that this should read "providing Temporary Agency Staff", consistent with Client Reference 1, and that both references should relate to the supply of temporary agency staff?
	Please see updated TRD for clarification