

INITIAL CLARIFICATION QUESTIONS – Answers provided in bold.

Cuan - RFT for a Recruitment Agency to Provide Temporary and Short-Term Agency Workers

1. We note that the Award Criteria table at paragraph 3.3.1 assigns 40% / 400 marks to Cost / Value for Money, while Note 2 to paragraph 3.3.1 refers to a maximum cost score of 350 marks and the Appendix 2 heading refers to '400 Marks / 35%'. Could the Contracting Authority please confirm the definitive percentage weighting and maximum marks for the Cost / Value for Money criterion, and confirm the figure to be applied in the cost score formula at Note 2?

The marks for Cost/Value for Money criterion is 400 marks (40%).

2. The Pricing Schedule Instructions sheet states that the Employer's PRSI rate is fixed at 11.15%, while the column heading on Sheet 2 (Agency Staff) refers to Employer's PRSI at 11.25%. Could the Contracting Authority please confirm which rate tenderers should apply, and whether an updated Pricing Schedule will be issued?

11.25% is the Employers PRSI rate that tenderers should apply. The Pricing Schedule has now been updated.

3. The contract notice states that tenders must remain valid for 45 days, while Appendix 2 requires the quoted margin to remain open for acceptance for 6 months from the Tender Deadline. Could the Contracting Authority please confirm the tender validity period that will apply to this Competition?

45 days

4. Clause 5E of the Services Contract at Appendix 5 provides for a limit on the Contractor's aggregate liability but the amount has not been populated in the published document. Could the Contracting Authority please confirm the liability cap that will apply under clause 5E, so that tenderers can assess risk and insurance requirements on a common basis?

The services contract within the RFT is a template contract. The services contract will be finalised with the winning contracting authority. No information needs to be completed the services contract at this point.

5. Clause 5F of the Services Contract provides for a Retention Amount to be withheld from payments in the event of dissatisfaction with performance; however, the amount and maximum percentage of the Charges have not been populated in the published document. Could the Contracting Authority please confirm the Retention Amount and maximum percentage that will apply, or confirm whether clause 5F will be marked 'Not Used'?

The services contract within the RFT is a template contract. The services contract will be finalised with the winning contracting authority. No information needs to be completed the services contract at this point.

6. Clauses 5G and 5H of the Services Contract are published with the instructions to select one or the other, and no election appears to have been made. Could the Contracting Authority please confirm which of clauses 5G or 5H will apply to the Services Contract?

The services contract within the RFT is a template contract. The services contract will be finalised with the winning contracting authority. No information needs to be completed the services contract at this point.

7. Clause 3F of the Services Contract refers to the retention of Professional Services Withholding Tax under section 523 of the Taxes Consolidation Act 1997. Could the Contracting Authority please confirm whether PSWT will be operated on invoices for the supply of temporary agency staff under this contract?

Placement of temporary staff is not subject to PSWT.

8. Paragraph 3.2 B (B) requires summary details of three contracts delivered for Irish Public Sector clients within the last three years. Could the Contracting Authority please confirm whether 'Irish Public Sector clients' is confined to public sector bodies established in the State, or whether contracts delivered for public sector bodies in Northern Ireland may also be submitted?

It refers to clients in the State and does not include bodies in Northern Ireland.

9. Could the Contracting Authority please confirm the expected invoicing frequency for the Services (for example, weekly or monthly in arrears) and whether invoices are to be submitted through a particular e-invoicing channel or accounts system?

The expected invoicing frequency is monthly. However we are happy to discuss this further with the winning supplier if necessary. There is no particular e-invoicing channel or accounts system that will be used.

10. We note there is an inconsistency in the Submission Date. The cover page says 11 August, while the instructions (Section 2.6.2) state 10 August at 3pm. Can you please clarify on the required date for submission?

11 August 3pm.

11. Can Cuan provide an indication of the anticipated volume of temporary assignments over the initial three-year contract term, including an approximate annual breakdown where available?

Approx. 10 per year

12. Can Cuan provide an indication of the anticipated demand by grade, including Clerical Officer, Executive Officer, Higher Executive Officer and Assistant Principal Officer level assignments?

Demand will generally be fairly evenly spread at the CO, EO, and HEO grades. We expect assignments at AP will likely be quite rare.

13. Can Cuan provide the typical duration of temporary assignments, for example days, weeks or months, and confirm whether there is an anticipated maximum assignment duration?

Normally ranges from 6-12 months. No anticipated maximum assigned duration but we would not expect many assignments to go beyond 15-18 months.

14. Does Cuan currently engage temporary agency workers under an existing contract? If so, can Cuan provide an indication of the number of agency workers currently engaged, by grade and discipline?

6 temp workers currently under contract. 2x EOs, 4x HEOs and 1x AP

15. Does Cuan currently engage self-employed contractors? If so, can Cuan provide an indication of the volume and types of roles currently engaged under this model?

No

16. If temporary agency workers and/or self-employed contractors are currently engaged, is there an anticipated transition of incumbent workers to the successful supplier following contract award?

No. Current agency workers will see out their contracts.

17. Can Cuan confirm whether there are any TUPE or similar employment considerations anticipated as part of the transition to a new provider?

None are anticipated.

18. Will all temporary assignments be based in Cuan's Dublin office, or should tenderers expect requirements across multiple locations nationally?

Cuan's Dublin Office only.

19. Can Cuan provide an indication of the extent to which temporary workers may be required to work onsite, remotely or in a hybrid arrangement?

Cuan typically operates hybrid arrangements with 2 days in the office and 3 days wfh. However some positions require work onsite for 5 days. We would not expect this to be the norm though.

20. Will Garda Vetting be managed directly by Cuan following candidate submission, or is the successful supplier expected to facilitate or administer any element of the Garda Vetting process?

Yes. Garda vetting will be managed by Cuan.

21. Will Cuan appoint a single supplier or multiple providers under this competition? If multiple providers are appointed, how will work be allocated between them?

Single supplier.

22. What's the expected ratio of agency workers vs. self-employed contractors?

All agency workers.

23. Any indicative or historic annual placement volumes by grade (CO/EO/HEO/APO)?

2x EOs, 5x HEOs and 1x AP

24. Pricing schedule: This only asks for one blended hourly rate per grade, with no separate line for Agency workers vs. contractors - can Cuan confirm this single rate should cover both engagement types?

The hourly rate should reflect the cost for Agency workers.

25. Invoice payment terms eg 30 days etc as it is not called out.

The expected invoicing frequency is monthly. However we are happy to discuss this further with the winning supplier if necessary.

26. can you confirm what the weekly working hours are?

41 hours 15 minutes gross, 35 hours net.