



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:	Oberstown Children Detention Campus
Title of competition:	Tender for the design, development and delivery of Performance Management Training.
Procedure	Single Stage Procedure with Negotiation (Title III)
eTenders Ref:	8423977
Closing date and time for Queries:	12noon (Local Time), 11th August 2026
Closing date and time for Submissions:	12noon (Local Time), 24th August 2026
<i>This Clarification relates specifically to Questions 4 to 9. For completeness, it contains answers to all the questions to date.</i>	
Clarification Number:	2 Covering Questions 4 to 9
Issue Date:	Monday, 17 August 2026

Question #1:

Section 3.1.1.3 Delivery states:

"It is estimated that the training of approx. 50 members of people leaders (based on 2 Facilitators) will be approx. 14 days delivery in total."

Could the Contracting Authority please clarify whether the estimate of 14 days refers to: 14 workshop delivery days, each delivered by two facilitators (i.e. 28 facilitator days); or 14 facilitator days in total, equivalent to 7 workshop days delivered by two facilitators?

Answer #1: For cost evaluation purposes, the estimate of 14 days refers to 14 workshop delivery days, each delivered by two facilitators (i.e. 28 facilitator days). The facilitators team may be one Lead person and one Support person.

Question #2: Can the Contracting Authority confirm whether any existing Performance Management frameworks, policies, templates, competency frameworks or guidance materials will be made available to the successful tenderer to support programme design and development?



Answer #2: We confirm that any existing material relevant to the subject matter i.e. Performance Management frameworks, policies, templates, competency frameworks plus guidance materials will be made available to the successful tenderer to support programme design and development.

Question #3: Please can you confirm the process for me please? There are focus groups to explore what good might look like in Oberstown, then the successful bidder will recommend what needs covered in the design and delivery of the training. However, what is the expectation of the actual design and creation of the performance management system? Does that sit with the successful bidder? Does that sit completely separately from this contract or is that part of the bidders role too? To design the system, the paperwork, the policy, etc. We would be grateful for clarity on this.

Answer #3: There is no role in designing the system in this process. This process is about upskilling people leaders only.

CLARIFICATION #2

Covering Questions 4 to 9

Question #4: Can you advise if the People Leader Cohort intended as the participants of this training would have taken part (in previous training courses) in any Personality Profiling Assessment such as the Insights Discovery profile?

Answer #4: No the intended participants have not taken part in the stated training courses. There has not been leadership development training for a number of years.

Question #5: Previous clarifications noted that the successful tenderer would not be involved in the develop of the performance management system itself. Do you envisage that there will be a period between the focus group outcomes and recommendations being submitted and the workshops themselves to allow time for Oberstown internal team to develop the performance management system so this we can 'talk to' this as part of the workshops?

Answer #5: This programme is focused on skill building for managers not on managing processes or system navigation. There is no requirement for the provider to talk to systems or processes at these workshops.

Question #6: Can you outline what you would deem to be a 'similar type setting' per 3.5 of the RFT document - 'Tenderers must provide details of the proposed team to deliver the training at Oberstown including details of their qualifications and relevant experience in a similar type setting with a minimum of two (2) years' experience facilitation at manager/senior manager level'.



Answer #6: Any work on leadership skills development for public sector bodies or similar profile organisation involved in working with young people will meet the requirements.

Question #7: You state that: 'It is estimated that the training of approx. 50 members of people leaders (based on 2 Facilitators) will be approx. 14 days delivery in total.' In your previous clarification you noted that this was based on two facilitators delivering together, giving a total of 28 facilitation days. This would create an unusually low number per group (50 managers divided by 14 groups over 14 days would be groups of 3-4 participants per day led by two facilitators). You note that this is for cost evaluation purposes only. Will this definitely be the case in reality as the participant numbers per group would be particularly low, especially with two facilitators leading the session.

Answer #7: The days stated are an estimate with scope for expanding based on the output from the focus day and pilot. It is estimated that approx. 8-10 participants per workshop would be optimal. We would not run a workshop with less than 7 participants. As advised in the TRD the days quoted are notional volumes and provide no guarantee of work to be awarded under this framework agreement. They are being used purely to enable assessment of the notional cost for the framework agreement and ensure certainty of rates for work under the framework.

Question #8: In a later paragraph at the end of 3.1 it is noted that 'In total it is envisaged that a one-day focus group session, design, development of the programme will be approx. 10 days delivery in total including the pilot.' This doesn't appear to be in line with the earlier estimate for the workshop delivery days alone, which amount to 28 facilitator days (14 days x 2 facilitators). Can you indicate which is more reflective of the actual anticipated time requirement as there is a significant difference between these two.

Answer #8: The days stated for the focus group session, design/development of the programme and delivery of a pilot are an estimate, which can be increased if required. As advised in the TRD the days quoted are notional volumes and provide no guarantee of work to be awarded under this framework agreement. They are being used purely to enable assessment of the notional cost for the framework agreement and ensure certainty of rates for work under the framework.

Question #9: Can you describe in detail how the outcomes / recommendations from the focus groups are going to be used internally and whether these will be used to develop / modify the existing system or solely to inform the design of the workshops, or both?

Answer #9: The focus workshop is designed to support the discovery phase of the development of the programme, for clarity it is an input. This programme is not about systems, there will be no questions in relation to systems in the focus groups, the questions will focus on what engagement/performance look like right now, what could it look like and what skills need to be developed by our leaders to support that. This information will then feed into the design of the workshops.