



**INVITATION TO PARTICIPATE IN AN AUTHORISATION SCHEME FOR THE PROVISION OF
HOME SUPPORT SERVICES TO OLDER PERSONS - ROUND 4**

***(INCORPORATING SERVICES FORMERLY TENDERED AS ENHANCED HOMECARE
SERVICES & INCORPORATING TRADITIONAL HOME HELP SERVICES) NOT DELIVERED BY
HSE DIRECTLY EMPLOYED STAFF***

HSE PROJECT 29617

**This document should be read in conjunction with the Invitation to Participate Response
Documents**

Applicants should note that, in the event of discrepancy between information included within the HSE's documents, and the information entered on the eTenders platform, the detail entered here in the HSE's documents will take precedence, and will be used for evaluation purposes.



Important Notice

The HSE has reconstituted the arrangements for the supply of home support services (“**Home Support Services**” or “**HSS**”) to an authorisation scheme (the “**Authorisation Scheme**” or the “**Scheme**”) in accordance with Recital 4 of Directive 2014/24/EU (the “**Procurement Directive**”). Under this Authorisation Scheme the prices are fixed for all operators and the terms of the agreement are identical for all operators. Under the Authorisation Scheme the choice of operator will be made by the users of the services (the “**Service Users**”). Services under the Authorisation Scheme are awarded subject to the Service Users choice of Service Provider and are without any selectivity by the HSE. An Authorisation Scheme is intended to be administratively simpler than a traditional procurement model under which the contracting authority procures services directly. It also allows for the reopening of the Authorisation Scheme to new Applicants, during the lifetime of the Authorisation Scheme.

Accordingly in this document, references made to the Authorisation Scheme may be interpreted as also referring to the selection process to create a list of entities who are authorised to provide the service.

This invitation to participate document (the “**Invitation to Participate**”) has been prepared for the purpose of inviting entities (“**Applicants**”) that may be interested in participating in the selection process for the services described herein.

Successful Applicants (the “**Service Providers**” or “**Approved Providers**”) will provide the HSS required by the Service Users.

While every effort has been made to provide comprehensive and accurate information in all notices and documents prepared for the purposes of this process, the HSE does not accept any liability or provide any express or implied warranty in respect of such information. Applicants must form their own conclusions about the solution needed to meet the requirements set out in this Invitation and may wish to consult their legal advisors.

The HSE does not bind itself to accept any response to this Invitation to Participate Stage.

The HSE does not guarantee any level of business to the Service Providers under this Authorisation Scheme.

This Invitation to Participate does not constitute an offer or commitment to enter into a contract. No contractual rights in relation to the HSE will exist unless and until a formal written contract has been executed by or on behalf of the HSE.

Any notification provided by the HSE to an Applicant regarding its status under this Authorisation Scheme does not give rise to any enforceable entitlements save to the extent that any formal written contract has been executed by or on behalf of the HSE.

Authorisation Scheme Title	INVITATION TO PARTICIPATE IN AN AUTHORISATION SCHEME FOR THE PROVISION OF HOME SUPPORT SERVICES TO OLDER PERSONS – ROUND 4
HSE Ref.	HSE Project 29617
Authorisation Scheme Description	The HSE on behalf of Services for Older Persons established the Authorisation Scheme in 2023 (with an initial term of 24 months with the terms being extended for a further 24 months) to secure suitable Service Providers to meet the HSE's requirements for Home Support Services. The HSE is reopening the Authorisation Scheme to Applicants for a further round of submissions ("Round 4") under this Invitation to Participate. Interested parties are advised that although the process is being advertised on eTenders using the "Open procedure" heading, this is in fact a simple Authorisation Scheme in accordance with Recital 4 of the Procurement Directive. Accordingly, this Authorisation Scheme does not fall within the scope of the Procurement Directive or S.I. No. 130/2010 (The European Communities (Public Authorities' Contracts) (Review Procedures) Regulations 2010) (as amended) (the "Remedies Regulations"). For evaluation purposes, the HSE has adopted certain standard form documents in this Round 4. Any references to provisions of the Procurement Directive as transposed by S.I. No. 284/2016 - European Union (Award of Public Authority Contracts) Regulations 2016 (the "Procurement Regulations") should not be interpreted as meaning the Authorisation Scheme is subject to that legislation. For example, Applicants are required to submit a European Single Response Document ("ESPD") which makes reference to the exclusion grounds under Article 57 of the Procurement Directive. The HSE does intend to evaluate whether the Applicants fall within any of the circumstances outlined by Article 57, notwithstanding that this is a simple Authorisation Scheme in accordance with Recital 4 of the Procurement Directive. HSE Procurement intends to publish a contract notice on eTenders and in the Official Journal of the European Union each calendar year inviting additional parties not already authorised to apply to join the Authorisation Scheme. The Authorisation Scheme may be extended for further periods and may remain open-ended on an ongoing basis. The reason that the process is also being advertised on eTenders is to boost participation in the Authorisation Scheme, to facilitate the submission of documents to a secure portal and to allow interested parties to request clarifications in a transparent and familiar manner. The HSE invites requests for participation from interested parties for the provision of high quality HSS for older people, where HSE directly employed staff are not available to deliver such services. The HSS being procured in this process incorporates: (1) services previously tendered as Enhanced Homecare Services and (2) traditional Home Help Services which have been part of the single

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- funded Home Support Services (HSS) since 1st January 2018, and
- (3) Home Support Services provided through Complex Home Support and
 - (4) Consumer Directed Home Support Services (as another approach to service delivery),

Services under the Authorisation Scheme shall be required where HSE directly employed staff are not available to deliver the services.

These services are critical to meet growing demand and meet Sláintecare / HSE Service Plan objectives of increasing access to care and supports at home and in the community thus reducing the requirement for long-term residential care and acute services.

The outcome of this Round 4 process will apply to any Service Users receiving HSS allocated from the commencement of the new Service Arrangement where HSE directly employed staff are not available to deliver the HSS.

The lots in this Round 4 (the “**Lots**”) are structured on the basis of Integrated Health Areas (“**IHAs**”) under the Regional Health Areas (“**RHA**”) structure.

Any legislation to establish a Statutory Home Support Scheme (“**SHSS**”) may impact upon the operation of the Authorisation Scheme once enacted.

The requirement for HSS applies where Service Users require such services and supports within available resources and where HSE directly employed staff are not available to deliver same.

The requirement therefore constitutes a supplement to direct service provision.

The following should be noted in respect of the Lots:

- 1) New Service Users (not already in receipt of any Home Support Service) will have their Home Support Service provided by their chosen single Approved Provider under this Authorisation Scheme, when HSE directly employed staff are not available to deliver the Services;
- 2) Existing Service Users (in receipt of HSE funded Home Support Service on date of commencement of any contracts that may be awarded under this Round 4) are not affected by this Authorisation Scheme process and may continue to receive their existing level of service from their existing Service Provider;
- 3) The HSE will continue to provide Service Users with an option for Consumer Directed Home Support (“**CDHS**”) as an additional service delivery mechanism. Please refer to the 2018 National Guidelines and Procedures for the Standardised Implementation of the Home Support Service (HSS Guidelines) at Attachment 1 to this Invitation to Participate.

The Home Support Service should be managed and provided by the Service Provider at all times in a way that meets the individual needs of the Service User and respects the rights, privacy, culture, dignity and care needs of the individual.

(NOTE – Round 1 was issued in September, 2022, Round 2 in August, 2023 and Round 3 in February 2026 (and subsequently cancelled in July 2026 to www.etenders.gov.ie)

CPV Code/Description	85000000 Health and Social work services 85140000 Miscellaneous health services 85320000 Social Services 98513310 Home-help services
Completed submissions must be returned to:	All submissions must be completed and returned through the eTenders postbox facility. Applicants must register with www.etenders.gov.ie and express an interest in this process in order to be able to submit their electronic application.
Closing Date	Noon (local time), 7th October, 2026.
Queries Deadline	Noon (local time), 29th September, 2026. Attachment 5 to this Invitation to Participate 'FAQs V3 August, 2026' in advance of posing queries via eTenders as responses may be contained within.
HSE Procurement contact	Margaret Delaney Email: Margaret.delaney@hse.ie Tel: 087 0929363 All queries must be submitted via the Message facility on the eTenders website, www.etenders.gov.ie
Submission Validity Period	6 months from the date of submission.
Note:	- It is imperative that all questions in the Minimum Requirement ITP Response Document, Authorisation Compliance ITP Response Document (together, the "Invitation to Participate Response Documents") and Service Specification ITP Response Document are completed in the format provided as these Response Documents will be used as the basis for evaluation of selection and award. - If you have any queries or problems completing this document please submit any query in writing via the Q&A facility on the eTenders website which will route to the HSE. - For general information on the HSE refer to www.hse.ie/

Submission Checklist

Submission Checklist	Documents to be submitted
Soft copy of completed Attachment 2a - Minimum Requirements ITP Response Document	
Soft copy of completed Attachment 2b - Authorisation Compliance ITP Response Document	
Soft copy of completed Attachment 4 - Service Specification ITP Response Document	
Full ESPD	
<u>All</u> supporting documentation required	
Have you noted the closing time and date and the electronic return of submissions?	

It is the Applicant's responsibility that the submission is received electronically in full through eTenders postbox facility only and in plenty of time. Applicants should note that uploading documents on the eTenders website does not constitute the submission of the response. The "submit" function **must** be used to finalise the electronic submission of the response. Please refer to the eTenders helpdesk for assistance.

Please ensure that all required documents are included in a zipped folder as eTenders platform will

not allow for upload of multiple documents under Selection criteria section. A separate zipped folder should be uploaded in respect of each selection criteria (Eligibility Criteria, Technical Criteria and Financial Criteria) on the eTenders portal with all the relevant supporting documents to each Criteria included in the zipped folder.

Only submissions submitted to the eTenders post-box will be accepted. Submissions submitted by email, fax or post/courier will NOT be accepted.

Please note that late submissions cannot be submitted through the eTenders website (or email, fax or post/courier) after the closing time.

The onus is on the Applicants to present clear and accurate responses rather than on the evaluation team to decipher mistakes. The evaluation team cannot be responsible for, and may not consider, submissions that are badly drafted or contain fundamental errors or omissions.

The contents of this Authorisation Scheme pack including this Invitation to Participate is as follows:

Attachment 1 – 2018 National Guidelines and Procedures for the standardised implementation of the Home Support Service;
Attachment 2a - Minimum Requirements ITP Response Document;
Attachment 2b- Authorisation Scheme Compliance ITP Response Document;
Attachment 3 - Authorisation Scheme Service Specifications V2.5;
Attachment 4 - Service Specification ITP Response Document (Round 4);
Attachment 5 - FAQs V3 August, 2026;
Attachment 6 - HSE Service Provider Data Processing Agreement V2.0;
Attachment 7 - HSE Service Provider Confidentiality Agreement V3.0;
Attachment 8 - Section 39 Part 1 Service Arrangement 2025;
Attachment 9 - For Profit Part 1 Service Arrangement 2025;
Attachment 10 - Section39 Individual Provider Variant - Addendum to Part 1 Service Arrangement 2025;
Attachment 11 - For Profit Individual Provider Variant - Addendum to Part 1 Service 2025;
Attachment 12 - Section 39 Consortium Member Variant - Addendum to Part 1 Service Arrangement 2025;
Attachment 13 - For Profit Consortium Member Variant - Addendum to Part 1 Service Arrangement 2025;
Attachment 14 - S39 Combined Individual Provider Consortium Member Variant Addendum to Part 1 Service Arrangement 2025;
Attachment 15 - For Profit Combined Individual Provider Consortium Member Variant Addendum to Part 1 2025;
Attachment 16 - S39 Services for Older People Home Support AS Health Provider Specific Requirement (HPSR) 2025;
Attachment 17 - For Profit Services for Older People Home Support AS Health Provider Specific Requirement (HPSR) 2025;
Attachment 18 - Guidance to completing your ESPD on eTenders;
Attachment 19 - Authorisation Scheme Standard Operating Procedures V4.0.

INTRODUCTION: THE HSE

The Health Service Executive (“HSE”) is responsible for providing Health and Personal Social Services for everyone living in the Republic of Ireland. The HSE was set up as part of the provisions of the Health Act, 2004, which states the objective of the HSE is to provide services that improve, promote and protect the health and welfare of the public.

The HSE provides thousands of different services in hospitals and communities across the country. These services range from public health nurses treating older people in the community to caring for children with challenging behaviour; from educating people how to live healthier lives to performing highly-complex brain surgery; from planning for major emergencies to controlling the spread of infectious diseases. At some stage every year, everybody in Ireland will use one or more of the services provided. They are of vital importance to the entire population.

Further general information about the HSE is available on the website www.hse.ie

1) SPECIFICATION OF REQUIREMENT Range of Anticipated Duties

The following is a range of anticipated duties that may be required for HSS, as per the Home Support Care Plan pursuant to care needs assessment undertaken by HSE designated staff; this list is not exhaustive and required Services will vary depending upon individual needs.

- Provide all aspects of personal care including assistance with getting in and out of bed, showering/bathing, supervised toileting as per Home Support Care Plan delegated by relevant HSE staff;
- Manage continence care to include appropriate disposal of incontinence wear and reporting of any change in Service User’s condition to relevant HSE staff;
- Provide medication prompting and collection from pharmacy where required as per the Home Support Care Plan. Costs associated with the collection of medication from a pharmacy are to be accommodated within appropriate hourly rates and mileage rates where agreed;
- Observe dietary intake, ensuring that food and fluids are consumed as per Home Support Care Plan. If the Service User is experiencing on-going difficulty eating or drinking, the Home Support Worker must report this to their supervisor, who must then report this matter to the relevant HSE staff, and appropriately record in the record of care;
- Undertake meal preparation as per Home Support Care Plan;
- Encourage Service Users to exercise independently, where appropriate. Use appropriate mobility devices and delegated exercise programme as per Home Support Care Plan and/or as directed by relevant Health Care Professionals;
- Observe and report any changes in general health and well-being and skin integrity. The Home Support Worker must report this to their supervisor, who must then report this matter to the relevant HSE staff, and appropriately record in the record of care;
 - Undertake essential household duties as per Home Support Care Plan to maintain a safe environment pertaining to the Service User including basic kitchen/day living area, bathroom and bedroom hygiene, heating and fire preparation where appropriate, rubbish removal and disposal as required;
 - Provide sessional home respite service where specifically required, as per Home Support Care Plan;
- Shop for relevant food requirements where no other support exists as per the Home Support Care Plan;
- Document care given and any issues of concern, and report as appropriate to the HSE.

A detailed service specification document, Authorisation Scheme Service Specifications V2.5 (the “Service Specifications”) is included at Attachment 3 to this Invitation to Participate.

Applicants should closely examine the Service Specifications and provide the necessary information in the Invitation to Participate Response Documents (Attachment 2a Minimum Requirements ITP

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Response Document and Attachment 2b Authorisation Scheme Compliance ITP Response Document to this Invitation to Participate) and Service Specification ITP Response Document (Attachment 4 to this Invitation to Participate).

The contracts that may be awarded under this Authorisation Scheme are the scheme service arrangements (**the “Service Arrangements”**) at Attachment 8 (organisations under Section 39 Health Act 2004), Attachment 9 (‘For profit’ organisations) and Attachments 10-17 as may be applicable.

The Authorisation Scheme Standard Operating Procedure V4.0 at Attachment 19 to this Invitation to Participate (the **“SOP”**) will be applicable to the operation of Service Arrangements arising from this process.

No obligation will exist on the HSE to guarantee any level of services or business under the Service Arrangements.

The HSE may, at its discretion, seek clarification in respect of certain aspects of an applicant's proposal. Such clarifications may be sought in writing (including email), or by such other means including a meeting with Applicants, as may be determined by the HSE. Any such meetings may take place by conference call. Deadlines will be imposed for the receipt of such clarifications and failure to meet these deadlines may result in the disqualification from this Round 4. Responses to requests for clarification shall not materially change any of the elements of an Applicant's submission but are intended to clarify the existing information. Any costs incurred by Applicants in providing clarifications shall be borne by the Applicant.

The HSE is not obliged to seek or request additional documents or information that was required to be submitted as part of the applicant's original proposal, nor is it obliged to seek documentation referenced in the submission which an Applicant has failed to submit.

Applicants are therefore reminded to ensure that their proposal includes sufficient supporting evidence and all documentation and information necessary to demonstrate compliance with all the requirements of this process. Applicants should ensure that their submission is complete and adequately substantiated at the time of submission, as any required information omitted from the original proposal may not be subsequently requested by the HSE.

Applicants must ensure to submit all necessary documents forming part of their submission including supporting documentation:

- The ESPD;
- Attachment 2a (the Minimum Requirements ITP Response Document);
- Attachment 2b (the Authorisation Scheme Compliance ITP Response Document); and
- Attachment 4 (the Service Specification ITP Response Document).

Applicants are advised to carefully review the categories of Applicants (Categories A-F) outlined at Section 4 of this Invitation to Participate to ensure that it submits the appropriate documentation as may be applicable to its particular circumstances.

If an Applicants' response to a Service Specification in the Service Specification ITP Response Document is reliant upon supporting documentation which has not been provided, the HSE is not obliged to seek or request additional documents or information that was required to be submitted as part of the Applicant's original response which an Applicant has failed to submit.

The Service Arrangements do not give rise to any relationship of exclusivity between the HSE and the Service Providers with regard to the HSS. HSS may be provided (whether by the HSE, the Service Providers or other parties) outside of any Service Arrangement under this Authorisation Scheme.

2) COMMUNICATIONS

As noted above, the sole point of contact within the HSE for this process shall be Margaret Delaney via

eTenders messaging facility only.

Applicants may submit clarification queries during the application process in respect of matters contained in the Documents (including queries relating to the Service Specification ITP Response Document/Service Specifications). **All clarification requests must be submitted via eTenders messaging facilities only.** Such requests received will be collated and responses issued to all Applicants via eTenders website. All clarification responses issued will be deemed to form a constituent element of the application documentation. **Please note all queries in relation to this process must be submitted via the eTenders messaging facility.**

Any necessary meetings or discussions will be arranged and/or facilitated by the point of contact. In this Round 4, all communication between Applicants and the HSE related to the Invitation to Participate must be in writing, via eTenders messaging facilities. All Applicants will be advised by email of any significant issues raised by any Applicant. Copies of all questions received and answers given will be forwarded to all participants via the eTenders website. It is the responsibility of all Applicants to check their email regularly.

Questions received after the stated query deadline of **noon 29th September, 2026** will not be entertained.

Applicants shall not contact any other HSE personnel about this application process from the issuance of this document unless previously authorised to do so.

Failure to comply with any of the above procedures may result in disqualification of the Applicant.

3) SERVICE ARRANGEMENT

In the case of this Authorisation Scheme the successful Applicants will be required to execute a Service Arrangement.

The Service Arrangements consist of a Part I Service Arrangement, the relevant Addendum Part 1 Service Arrangement and a Healthcare Provider Specific Requirements (“HPSR”). Applicants are advised that the relevant documents forming part of the Service Arrangement (as may be applicable subject to the particular circumstances of the Applicant) are attached at Attachments 8-17 to this Invitation to Participate (subject to change between publication and signing of Arrangements by successful Applicants).

The Service Arrangements are subject to the reservations in the paragraphs below (page 10) of this document.

The Service Arrangement will be subject to review on an ongoing basis. The successful Applicants will be expected to participate in monitoring (including providing periodic management reports for the term of the Service Arrangement) and continuously improving the Services required under the Service Specifications.

The HSE will monitor service delivery and performance under these contracts. Service Providers will be subject to ongoing review, audit and inspection of their service delivery, service management and support, and of their facilities.

Please note that the HSE does not guarantee any level of business to any Service Provider under these Arrangements.

Please Note:

The Department of Health is currently engaged in the development of Legislation and/or Regulations for the establishment of a statutory Home Support Scheme. This process will consider the future design of both the funding and regulation systems for these crucial services. The outcome of this process and the arrangements & agreements arising from it are subject to any superseding Legislation that may impact on Home Support Services in Ireland, even where this arises within the planned timelines of this process and emerging agreements. This will be subject to further engagement as required.

In addition, in the event that there are other regulatory changes which come into effect after the award of Service Arrangements (and which, for example, affect some but not all Approved Providers) the HSE reserves the right to take the appropriate course of action at the relevant time which may include adjustments to the allocation of Approved Providers as the HSE considers necessary and appropriate having regard to all relevant circumstances prevailing at the time, and subject to engagement with all relevant stakeholders.

4) OVERVIEW OF THE PROCESS:

Invitation to Participate

Applicants are required to complete and submit all aspects of the documentation which is applicable to them, in accordance with the summary of the categories of Applicants outlined below.

Following receipt of Applicants' responses to this Invitation to Participate, the HSE will assess those responses to determine if Applicants satisfy the requirements of this Invitation to Participate. The Applicant must complete the applicable Invitation to Participate Response Documents in such a manner that provides sufficient information which demonstrates that it satisfies each of the selection criteria listed.

The HSE will communicate the outcome of this Round 4 process to the Applicants and other interested parties in this Round 4. Subsequently, Applicants that have satisfied the applicable requirements and have confirmed agreement with the commercial terms will be provided with Service Arrangements to carry out the HSS.

Prospective Service Users will be offered the option to select an Approved Provider from the list of successful Approved Providers that are appointed to the Authorisation Scheme.

EVALUATION PROCESS OF INVITATION TO PARTICIPATE SUBMISSIONS:

This Authorisation Scheme evaluation process will comprise of a number of stages as summarised below.

Applicants are advised to carefully review the below 'Categories A-F' to determine which applies to their particular circumstances, and ensure that the appropriate documentation is submitted in accordance with the relevant category.

Category A Applicants:

Category A consists of the new Applicants to the Authorisation Scheme that did not submit a response in Round 3. This includes any Applicants that may have previously submitted a response under Rounds 1 or 2 but did not meet minimum requirements under the Authorisation Scheme.

Category A Applicants are required to complete and submit **(including any supporting documentation)**:

- **Attachment 2a - Minimum Requirements ITP Response Document;**
- **Attachment 2b - Authorisation Scheme Compliance ITP Response Document;**
- **Attachment 4 - Service Specification ITP Response Document;** and
- **ESPD.**

Category B Applicants:

Category B consists of the Applicants that submitted a response in Round 3, but which were notified that they did not meet the requirements under this Authorisation Scheme (including consortia from Round 3).

Category B Applicants are required to complete and submit **(including any supporting documentation)**:

- **Attachment 2a - Minimum Requirements ITP Response Document** Appendix 9 only;
- **Attachment 2b - Authorisation Scheme Compliance ITP Response Document;**
- **Attachment 4 - Service Specification ITP Response Document;**

Category C Applicants:

Category C consists of the new Applicants to the Authorisation Scheme that did not submit a response in Round 3 and are seeking to apply as a Consortium in this Round 4. This includes any Applicants that may have previously submitted a response under Rounds 1 or 2 but did not meet minimum requirements under the Authorisation Scheme.

Category C Applicants should note that **each entity** is required to complete and submit (**including any supporting documentation**):

- **Attachment 2a - Minimum Requirements ITP Response Document;**
- **Attachment 2b - Authorisation Scheme Compliance ITP Response Document;**
- **Attachment 4 - Service Specification ITP Response Document;** and
- **ESPD;**
- **A valid Tax Clearance Certificate, Insurance details and a financial viability statement for each entity within the Consortium;**
- **A cover letter confirming that each entity within the Consortium will place the necessary resources at the disposal of the consortium for the duration of any contract arising. This should be submitted on the organisation letterhead, dated and signed by relevant signatory.**

Category D Applicants:

Category D consists of the Applicants that had been notified that their response was assessed to be provisionally successful in Round 3, prior to the cancellation of that reopening.

Category D Applicants are required to complete and submit:

- **Attachment 2a - Minimum Requirements ITP Response Document** – the declaration at Appendix 10;

Category E Applicants

Category E consists of the Applicants who are already Approved Providers to the Authorisation Scheme and had submitted a response in Round 3 under additional Lot(s) to increase their service coverage, and who had been notified that their response was assessed to be provisionally successful in Round 3 prior to the cancellation of that reopening.

Category E Applicants are required to complete and submit:

- **Attachment 2a - Minimum Requirements ITP Response Document** – the declaration at Appendix 10;

Category F Applicants:

Category F consists of the Applicants who are already Approved Providers to the Authorisation Scheme but did not submit a response to Round 3, and are now seeking to submit a response in Round 4 under additional Lot(s) to increase their service coverage.

Category F Applicants are required to complete and submit:

- **Attachment 2a - Minimum Requirements ITP Response Document** – the declaration at Appendix 6 and Appendix 11;

- **Attachment 2b - Authorisation Scheme Compliance ITP Response Document** – the declarations at Appendix 1 and Appendix 2; and
- **Attachment 4 - Service Specification ITP Response Document – Applicant Declaration Category 1f.**

Step 1. – Completion of relevant declarations and provision of relevant details in Attachment 2a and 2b:

ITP Minimum Requirements:

The minimum requirements as set out in Attachment 2a (Minimum Requirements ITP Response Document) and Attachment 2b (Authorisation Scheme Compliance ITP Response Document) are assessed by the HSE on a pass/fail basis.

Applicants must, in the first instance, complete all relevant declarations, and comply with tax clearance and insurance requirements and supply a financial viability statement prepared and signed by an independent professional (save where provided otherwise above in respect of the relevant Categories of Applicant, i.e. Category B, D, E and F).

As part of this process, relevant Applicants must fully complete and submit an ESPD (save where provided otherwise above in respect of the relevant Categories of Applicant). The ESPD must be completed and submitted through the eTenders platform (www.etenders.gov.ie) and a full PDF version of same should be uploaded with your submission. See Attachment 18 to this Invitation to Participate – Guidance to completing your ESPD on eTenders.

In addition to completing the ESPD, indicated Applicants are required to provide:

- a) **all** of the supporting documentation/information set out in the applicable Invitation to Participate Response Documents to allow HSE to evaluate compliance with the minimum requirements in order to determine the Applicants' suitability. If the supporting documentation is not provided or is withheld, this may constitute a serious omission resulting in the Applicant being eliminated from Round 4.

For the avoidance of any doubt, Applicants who do not, in the opinion of the HSE, confirm and/or demonstrate satisfactory compliance with any applicable requirements will be excluded from further consideration in this process.

Where an Applicant is relying on the capacity of other entities for the purpose of fulfilling any of these criteria it must ensure that each such entity:

- a) Completes and submits a separate ESPD in respect of each such entity; and
- b) Submits proof, to the satisfaction of the HSE, that each such entity will place the necessary resources at the disposal of the Applicant.

A completed declaration of the ESPD provides a formal statement that the organisation making the declaration has not breached any of the applicable exclusion grounds. The HSE requires all the organisations that the Applicant will rely on to meet the criteria to provide a completed ESPD. For example, this may apply where Applicants are relying on the capacity of parent companies, affiliates, associates, or sub-contractors.

Applicants (or any entities on whose capacity an Applicant relies) that fall within the relevant circumstances of the exclusion grounds under the ESPD will be eliminated from this Round 4.

Step 2 – Service Specifications

2.1 Service Specifications Compliance:

Applicants that meet the requirements under Step 1, will then be assessed under Step two as outlined below.

Please note – compliance with the Service Specifications will be assessed on a pass/fail basis, and Applicants are required to pass **all** sub-Specifications of **each** Service Specification in order to be eligible for appointment to the Authorisation Scheme.

The Service Specifications consist of 23 Specifications of which 17 will be evaluated under this process. Applicants must confirm compliance with all 23 Specifications through the relevant Declarations and provide detailed responses to demonstrate compliance with the 17 Specifications and associated 47 sub-Specifications as set out in the Service Specification ITP Response Document. Certain Specifications comprise multiple sub-Specifications (e.g. 14.1, 14.2, 14.4) which set out the separate requirements related to that Specification. Each Specification and sub-Specification therein constitutes a **mandatory** requirement. A failure against any sub-Specification constitutes a failure of the overall Specification and the Applicant will be eliminated from this Round 4.

2.2. Service Specification ITP Response Document

The information provided in the Service Specification ITP Response Document will be assessed on a pass/fail basis, and Applicants are required to **pass all sub-Specifications of each Service Specification** in order to achieve an overall pass in respect of the Service Specification ITP Response Document and be eligible for appointment to the Authorisation Scheme.

Category A, B, and C Applicants to the Authorisation Scheme are required to complete a Service Specification ITP Response Document in its entirety. Category F Applicants are required to complete the Category F Declaration (1f) in the Service Specification ITP Response Document.

Each Specification and sub-Specification constitutes a **mandatory** requirement. Failure of any sub-Specification will result in the entire Service Specification being recorded as a fail, and the Applicant will be eliminated from this Round 4.

Applicants must submit sufficient evidence to facilitate the HSE to assess compliance. All supporting documentation in respect of the assessment of Service Specifications must be submitted and clearly referenced. The HSE is not obliged to seek or request additional documents or information that was required to be submitted as part of the Applicant's original response but which an Applicant has failed to submit.

2.3 Service Evaluation Process

While Applicants must pass all Specifications and sub-Specifications evaluated to be deemed successful, the evaluation process will not be terminated immediately on the first failed Service Specification. Evaluation will continue until three Service Specifications have been evaluated to be failed, at which point the evaluation process will be terminated and no further Service Specifications will be assessed.

For clarity, the termination of evaluation after three failed Service Specifications is an administrative rule for managing the evaluation process only. As set out above, failure of any one Service Specification (or Sub-Specification) will result in elimination from this Round 4. An Applicant who fails any sub-Specification will not be eligible for appointment to the Authorisation Scheme.

The evaluation will be conducted in a prioritised sequence, beginning with the following three Service Specifications.

Sequence of evaluation	
Specification 14	Governance and Accountability
Specification 16	Recruitment
Specification 17	Training and Development

Step 3 - Local service delivery:

Applicants are required to set out the IHA area(s) they wish to operate in (See Appendix 2 to this Invitation to Participate for information and Attachment 2b Authorisation Scheme Compliance ITP Response Document for completion). Applicants are requested to identify the areas they wish to be considered for in the Geographic Service Provision Intent Section of this document. Applicants must ensure that they can **immediately** provide the relevant services in the areas that they identify (i.e. the Lots). The HSE will proactively manage this to ensure the integrity of the Arrangement from the commencement date of the contract.

Applicants should note:

Approved Providers appointed to the Authorisation Scheme in Round 4 which fail to commence service delivery within three months following their appointment to an IHA Lot may be removed from the IHA Approved Provider List.

Existing Approved Providers expanding into additional IHA Lot(s) in Round 4 must commence service delivery in the relevant IHA Lot(s) within three months of the Round 4 commencement date. Failure to do so may result in removal from the Approved Provider List for the applicable Lot(s). It will be open to such Approved Providers to make an application at a future reopening to deliver Home Support Services in the applicable Lot(s), provided that they are in a position to immediately commence service delivery in those additional Lots.

Applicants that are appointed to the Authorisation Scheme will be subject to on-going service delivery monitoring to ensure that they are meeting these requirements in accordance with their Authorisation Scheme Declaration and executed Service Arrangements (Part 1, relevant Addendum to Part 1 and Healthcare Provider Specific Requirements (HPSR). Applicants should refer to Part 1 Service Arrangement, the relevant Addendum to Part 1 and Section 3 (Service Delivery Specification) of the HPSR for further information in this regard (see Attachments 8 – 17 to this Invitation to Participate for template Service Arrangement documentation).

Step 4 – Confirmation of Compliance:

(Please refer to Appendix 1 and 3 to Attachment 2b in respect of each of the Categories)

Applicants are required to pass Steps 1 and 2 and meet requirements set out in Step 3 in advance of Step 4, whereby the HSE will assess the following declarations that Applicants must complete in order to be considered for admittance to the Authorisation Scheme:

1. Declaration of Authorisation Scheme Participation (**Appendix 1 to Attachment 2b – Authorisation Scheme Compliance ITP Response Document**);
2. Declaration regarding Consortium (**Appendix 3 to Attachment 2b – Authorisation Scheme Compliance ITP Response Document – as may be applicable**).

Step 5 – Appointment to the Authorisation Scheme:

The HSE will notify all Applicants which are evaluated to be compliant with the above steps that they have been assessed to be provisionally successful in this Round 4. The HSE will subsequently provide such successful Applicants with Service Arrangements to be executed together with the commercial terms (to include the applicable rate). Prospective Service Users will be offered the option to select an Approved Provider from the list of successful Providers appointed to the Authorisation Scheme.

The HSE will not enter into any negotiations with Authorisation Scheme Applicants as to its terms.

Authorisation Scheme Applicants should assume that the terms of the Service Arrangements will broadly mirror the terms specified in this Invitation to Participate with some Authorisation Scheme specific changes.

The HSE will require Authorisation Scheme Applicants to meet the levels of cover pertaining to insurance as stated in respect of Public Liability, Professional Indemnity and Employers Liability.

It is also important that Applicants will be required to meet their legal requirements, Garda Vetting, and Children, First Act 2015 (the “**Children First Act**”) requirements. ***Applicants are required to complete Appendix 6 in Attachment 2a “Minimum Requirements ITP Response Document”.***

Provision addressing obligations and responsibilities under the Children First Act 2015

Where any of the successful Applicant’s Personnel and/or sub-contractors carry out any work or activity, a necessary and regular part of which consists mainly of the successful Applicant’s Personnel or sub-contractors having access to, or contact with children in any of the types of establishments listed in Schedule 1 of the Children First Act (which for the avoidance of doubt includes any hospital, hospice, health care centre or other centre which receives, treats or otherwise provides physical or mental health services to children), the services provided by the successful Applicant shall be regarded as “Relevant Services” for the purposes of the Children First Act and the successful Applicants shall comply with all applicable obligations arising under the Children First Act and the Children First National Guidance for the Protection and Welfare of Children 2017.

Where the above circumstances are applicable, the successful Applicants shall:

- I. carry out a Child Safeguarding Risk Assessment in accordance with Section 11 (1) and (2) of the Children First Act;
- II. ensure a Child Safeguarding Statement (reviewed in last 24 months) is in place, is displayed in a prominent place and is furnished to all staff, as per Section 11 (3-10) of the Children First Act;
- III. ensure that a procedure for maintaining a list of Mandated Persons (as per Schedule 2 of the Children First Act) is in place;
- IV. ensure that Mandated Persons (as per Schedule 2 of the Children First Act) have been identified and informed of their role;
- V. ensure that a Child Protection & Welfare Policy is in place;
- VI. ensure that all staff and relevant volunteers have completed the HSE e-Learning Module “An Introduction to Children First”; and
- VII. ensure that the HSE Children First Implementation and Compliance Self-Audit Checklist has been completed and is available on request.

Without prejudice to above, upon request from the HSE, the successful Applicant shall, irrespective of whether the Services it provides are regarded as “Relevant Services” within the meaning of the Children First Act, provide reasonable assistance to the HSE so that the HSE can undertake appropriate risk assessments and put in place appropriate controls to safeguard children from harm as part of the HSE’s Child Safeguarding Risk Assessment and Child Safeguarding Statement, which controls may include requiring the successful Applicant’s Personnel and/or sub-contractors to be Garda Vetted in accordance with the relevant clause of the Contract Agreement, undertake assigned Children First training and adhere to applicable HSE Child Protection and Welfare policies (as applicable).

Operation of Service Arrangements:

Successful Applicants will be required to execute a Service Arrangement, the signing of which will be administered nationally. In addition successful Applicants will be required to sign a Service for Older People Home Support Authorisation Scheme HPSR with the relevant Region requiring them to comply fully with the Authorisation Scheme and local service delivery requirements.

The Service Arrangements will be subject to continuous performance monitoring and on-going review. Regular Service Provider audits will also be conducted by HSE Health Service personnel, and/or by a central contract management unit. The nature and extent of audits will be decided by HSE.

Site visits may be conducted by the HSE for contract audit and monitoring purposes, during the lifetime of the Service Arrangements.

Furthermore the HSE may, at its discretion, seek clarification in respect of certain aspects of an applicant's proposal or in relation to the signing of the Service Arrangements and annual reviews of same e.g. annual declaration of continuing compliance.

The HSE intends that the execution of Service Arrangements under this Round 4 will be facilitated in addition to the review of existing Service Arrangements which are due to expire on 31st December, 2026, and which contain an option to extend for a further 12 months. The HPSRs will be finalised on a Regional basis.

Home Support Services approved by HSE will be initially assigned to HSE directly employed staff. Where a service cannot be provided by HSE directly employed staff, this service will be assigned to Approved Providers on the basis of Service User's choice in the first instance.

The Service User will be provided with a list of Approved Providers in random order (selected on a once off basis by the HSE team using a random selection tool), when support is being offered in order for the Service User to make this choice. In cases where the Service User is not able or is unwilling to choose, the HSE will email all IHA specific Approved Providers requesting a response within the timeframe contained in the e-mail. The first Approved Provider that responds within the indicated timeframe with confirmation of a named Home Support staff member to deliver the service will be awarded the contract for services to the Service User.

In certain circumstances local service managers are required to seek HSS as a matter of urgency, for example when a Service User is being discharged from an acute hospital setting, etc. The amount of time to be afforded to Approved Providers to respond to offers of services will therefore depend on the prevailing circumstances, and will be determined as appropriate by the service manager making the request.

The HSE reserves the right to remove Service Providers temporarily and/or permanently from the Approved Providers list(s) if they fail to demonstrate acceptable performance.

The Service Arrangements will be subject to review on an on-going basis. The Approved Provider(s) will be expected to participate in monitoring (as well as providing periodic management reports for contract duration to the HSE) and continuously improving the service provider/purchaser relationship.

Approved Providers shall not withdraw HSS from a Service User without prior consultation with the appropriate HSE staff member. If such HSS are to be withdrawn the Service Provider shall provide at least three (3) months written notice to the HSE in advance of the Home Support Services being withdrawn.

Approved Providers appointed to the Authorisation Scheme should be aware that the HSE does not guarantee that they will be awarded any call-off business or any quantum of HSS on foot of Service Arrangements. Any data submitted in the ITP Response Document(s) in relation to historical services allocated does not guarantee any award of business and subsequent draw down by the HSE during the lifetime of the Service Arrangements and is subject to funding availability, the offering of a specific Home

Support service and the finalisation of a related Home Support Care Plan.

Consumer Directed Home Support (CDHS) is available across the 20 IHAs as an additional service delivery mechanism. The operation of CDHS does not conflict with the Authorisation Scheme requirements or Specifications.

CDHS do not replace existing mechanisms of service delivery, but are designed to enhance service delivery options for individual suitable Service Users. The enhancements relate to the greater choice for the Service User in terms of days and times of service delivery whereby HSE staff will determine only those times/days that are essential in terms of a Service Users assessed need e.g. a medication prompting requirement at particular time of day. The Service User is then free to arrange the delivery of the remaining approved level of home support directly with the chosen Approved Provider in compliance with the Authorisation Scheme arrangements and in consultation with informal carers if appropriate to the Service User. Further details on CDHS are included in Appendix 1 of the Service Specification document.

Approved Providers must deliver the entire approved home support hours requirement offered by the HSE and the Approved Provider cannot choose to deliver only a portion of the requirement offered by the HSE (unless Service User insists on staying with their existing provider for the existing hours in which case existing rates will continue to apply). The existing rate should not exceed the AS applicable Rate.

5) Consortia

Organisations, and in particular SMEs, may wish to consider a consortium, where they are not of sufficient scale to apply to the Authorisation Scheme in their own right. Applicants that are submitting as a consortium in this Round 4 (a "Consortium") must designate a Lead/Prime Entity for all such groupings and undertakings who assumes full responsibility for the delivery of the Service Arrangement.

Each individual entity is required to apply on an individual basis in order to demonstrate that they meet the relevant service standards.

Each individual entity must ensure to submit all necessary documentation as outlined above to demonstrate that the Applicant meets the relevant requirements and Service Specifications to be appointed to the Authorisation Scheme.

If an Application is submitted by a group of Applicants or Sub-Contractors, each entity must show that they have the required economic and financial capacity and the professional and technical ability to perform the services in the Service Arrangement.

Should the contract be awarded to a consortium, each firm in the consortium shall be jointly and severally liable to the HSE for the fulfilment of the terms of the Service Arrangement.

An entity may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. It must, in that case, prove to the HSE that it will have at its disposal the resources necessary, for example, by producing an undertaking by those entities to that effect. Please refer to the information provided above under Step 1 (Completion of relevant declarations and provision of relevant details in Attachment 2a and 2b) for further information.

Applicants should make clear which entities are proposed to be members of the consortium (and jointly and severally liable to the HSE) and which are to be subcontractors. Subsequent changes to the members of the consortium may result in disqualification of that group.

Any conflict of interest or potential conflict of interest involving an Applicant, must be fully disclosed to the HSE, particularly where there is a conflict of interest in relation to any recommendation or proposals put forward by the Applicant. In the event that the HSE considers that a conflict of interest or potential conflict of interest exists, the HSE will, at its absolute discretion, decide on the appropriate course of action.

Entities may submit a response in their own capacity or within a consortium, however they will not be

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permitted to be considered for the same Lot in both capacities. In the event that this occurs, the HSE will contact both the consortium lead and the sole provider Applicant for them to agree which party should be withdrawn from consideration from the Lot.

Please refer to the information provided above in relation Category C Applicants for further information in respect of the documentation required for consortia.

6) Anti-Competitive Conduct

Applicants' particular attention is drawn to the application of the Competition Act, 2002 (as amended). Applicants must not engage in any form of discussions regarding pricing with competitors in connection with the Authorisation Scheme and all Applicants acknowledge that such activity may be a criminal offence which is subject to penalties in accordance with the Competition Act 2002 (as amended). Should the HSE become aware of direct or indirect communications through trade associations or otherwise between Applicants relating to the Service Arrangement or which might facilitate price collusion or collusion on terms it shall be the policy of the HSE to disqualify such submission(s) or Applicants(s) and to notify the matter to the CCPC with the recommendation that action be taken against such Applicants.

7) Confidentiality and Data Protection:

All Service Providers are required to sign the attached Service Provider Data Processing Agreement (Attachment 6) once a provider has been appointed to the Authorisation Scheme.

The Invitation to Participate documents remain the property of HSE and are issued only in connection with the process. The Invitation to Participate documents may not be copied, or their contents may not be divulged to any third party without the prior written consent of HSE. All information contained in the documents must be treated in the strictest confidence by the Applicant and by its staff. Any third party involved in completing the Invitation to Participate must also comply with these confidentiality requirements.

The contracted Service Provider will be obliged to manage and process any information which they acquire from the HSE in accordance with the Data Protection Act 1988, The Data Protection (Amendment) Act 2003 and Directive 2002/58/EC of the European Parliament and of the Council and the General Data Protection Regulation (EU) 2016/679 which became directly applicable on 25th May 2018. The contracted service provider will further be obliged to manage and process any information which they acquire from the HSE in accordance with any data protection legislation as and when enacted in Ireland throughout the course of any Service Arrangement.

While providing the Home Support Services, the Service Provider, on behalf of HSE will have access to highly confidential information pertaining to personal data of patients and Service Users of HSE. The Service Provider's staff and agents will have access to this highly sensitive information and may also have access to and/or hear information concerning the medical or personal affairs of HSE Service Users and/or staff or other HSE business. Such records and information are strictly confidential, and divulgence or discussion of such information by the staff of the Service Provider is strictly prohibited and is likely to result in immediate termination of the Service Arrangement. All staff of the contracted Service Provider to be engaged in the provision of services under this contract will be required to sign a confidentiality declaration.

- The Service Provider must comply with the HSE's IT Security Policy, and all measures listed in same. Information on the HSE IT Security Policy can be found on:
https://pprdassets.hse.ie/media/documents/Information_Security_Policy.pdf
- The Service Provider must comply with HSE Data Protection rules and regulations which includes GDPR requirements. HSE Data protection policy can be found on:
<https://www2.healthservice.hse.ie/files/152/>

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- The Service Provider must comply with Open Disclosure policy. HSE Open Disclosure full policy can be found on: <https://www2.healthservice.hse.ie/organisation/national-pppgs/hse-open-disclosure-policy-communicating-with-patients-and-relevant-persons-following-patient-safety-or-notifiable-incidents/>

Title to all patient data shall vest and remain vested in the HSE. The nominated Service Provider(s) will be required to maintain the confidentiality of all data required by or obtained from the HSE. Private patient data may not be used for marketing purposes on behalf of the nominated service provider(s) and all patient data generated by the fulfilment of this contract must be returned to the HSE upon completion of the contract. Feedback and Reports noting recommendations for commercial activity relating to the service provider will not be accepted. The nominated Service Provider(s) will be obliged to maintain the confidentiality of all data required by or obtained from the HSE.

All Service Providers must sign a Confidentiality Agreement with the HSE (Attachment 7 to this Invitation to Participate) once appointed to the Authorisation Scheme.

The Service Provider may be required to break Service User confidentiality as indicated in legislation, to implement its Child Protection Policy/Adult Safeguarding Policy should a child protection/safeguarding issue arise and will comply with Children's First National Guidance (Children First National Guidance for the Protection and Welfare of Children, DCYA, 2011). In such cases, the HSE must be informed.

Service Providers must comply with all policies and be in line with all relevant legislation.

7.3 Intellectual Property

Intellectual Property Rights owned by the contracted Service Provider or the HSE on the date of the Service Arrangement ("**Background IP**") shall remain the property of that party. Background IP shall also include Intellectual Property Rights created outside of the agreement awarded and modifications and enhancements to Background IP existing on the Commencement Date created outside of the terms of this contract.

All Intellectual Property Rights created or developed by the Service Provider, or the subcontractor, in the course of the project ("**Foreground IP**") will be owned by and vest in the HSE on their creation.

The Service Provider will be required to grant to the HSE a perpetual, royalty-free, non-exclusive, non-transferable licence to use any of the Service Provider's Background IP as required allowing the HSE to use the deliverables produced by the Service the contract awarded.

8. Conflict of Interest

Any actual, potential or perceived conflict of interest involving an Applicant (whether by reason of the Applicant having or having had a role in the HSE in relation to the contract or by reason of the Applicant having or having had an interest in another Applicant or another Applicant having or having had an interest in the Applicant) must be fully disclosed by the Applicant as soon as it becomes apparent. The HSE reserves the right to raise conflict of interest issues with Applicants.

Where the HSE considers that the situation does not give rise to a conflict of interest or that the conflict of interest is not material it will permit the situation to continue. Where the HSE considers that the situation gives rise to a material conflict of interest, it may, at its sole discretion, permit the situation to continue subject, if necessary, to appropriate safeguards being agreed between the HSE and the Applicant and the HSE being fully satisfied that those safeguards have been put in place and will be complied with. Where the HSE considers, in its absolute discretion, that the situation can only be remedied by the exclusion of the Applicant from the process, the HSE shall exclude the Applicant.

Any registrable interest involving the Applicant and the HSE or their relatives must be fully disclosed in the response to this document, or must be communicated to the HSE immediately upon such information becoming known to the Applicant, in the event of this information only coming to the Applicant's notice

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after the submission of its response. The terms 'registrable interest' and 'relative' shall have the meaning prescribed by the Ethics in Public Office Act 1995 and 2001.

Appendix 1:

Declaration of Authorisation Scheme Participation

Applicants who fail to sign the declaration below (without qualification or amendment) will be excluded from the Authorisation Scheme.

Applicants declare as follows, with the undersigned as an officer or otherwise authorised signatory of the stated Applicant:

1. Applicable Rate

Following engagement with the market, the HSE has determined the below rates for the delivery of the specified Home Support Services under this Authorisation Scheme.

By signing the below declaration Applicants are indicating their agreement to apply these rates to all new and existing business from the date of admission to the Authorisation Scheme:

Monday - Saturday	Call Duration	Rate
Day Rate 8am to 10pm	60 min	€32.73
	30 min	€22.91
Night Rate 10pm to 8am	60 min	€27.75
Sunday / Bank Holiday	Call Duration	Rate
Day Rate 8am to 10pm	60min	€40.90
	30 min	€27.72
Night Rate 10pm to 8am	60min	€33.91

1. Rate Notes:

- The rates set out herein are non-negotiable. By completing and returning this suite of documentation, Applicants are accepting the commercial and service terms of this Arrangement;
- At a minimum, the “living wage” (i.e., the hourly wage rate that should provide employees with sufficient income to achieve an agreed acceptable minimum standard of living) will be paid by the Approved Providers to its employees providing Home Support Services;
- The foregoing rate is inclusive of, and contingent upon, the Provider meeting its legal obligations vis-à-vis employees in relation to the payment of travel time, payment for which is included in the above rate. The HSE reserves the right to undertake an audit exercise where necessary to ensure that this mandatory requirement is being met;
- As set out herein, the HSE will pay the rates to all Service Providers for new Service Users and existing Service Users from the date of appointment to the Authorisation Scheme;
- This rate offered will be aligned with existing Service Arrangements due to expire on the 31st December, 2026, and which may be extended for a further period of twelve months;
- Future rates to be offered under the Authorisation Scheme, and the components to be included, are

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funding dependent, as well as subject to ongoing analysis of rates in collaboration with the Service Providers;

- g) The HSE reserves its right to allocate 30 minute calls where, in its reasonable opinion, such represents an appropriate input to support Service Users' needs. The use of 30 minute calls for new Service Users will be reviewed in the context of the implementation of the Service Arrangement with the intention to:
 - Limit the extent of 30 minute calls to no more than 25% of Service Users approved for Home Support in any IHA, to any one Approved Provider at any time.
2. Any Service Arrangements are subject to the primacy of any statutory arrangements implemented in the future.
3. The Applicant agrees to submit this Declaration of Authorisation Scheme Participation in accordance with the process Authorisation Scheme documents and all other relevant information referenced in the documentation.
4. Additionally, the Applicant agrees that their Attachment 2b Authorisation Scheme Compliance ITP Response Document will, at the option of the HSE, become a legally binding and essential portion of the final contract between the Applicant (if selected) and the HSE, but the Applicant acknowledges that no contract shall come into being until such time as approval has been obtained within the HSE in relation to their addition to the Authorisation Scheme.
5. Applicants further hereby agree and acknowledge that their addition to the Authorisation Scheme, together with the Service Arrangements to be entered into pursuant to the Authorisation Scheme, remains subject to HSE internal approval.
6. Category E and Category F Applicants further hereby agree and acknowledge that their expansion into additional Lots, together with the HPSR to be entered into pursuant to the Authorisation Scheme (if not currently delivering service in the Region), remains subject to HSE internal approval.
7. The Applicant confirms that they continue to fully meet or exceed the minimum requirements and Service Specifications as specified by the HSE.
8. For the avoidance of doubt, the operation of the Authorisation Scheme shall be bound by the terms and conditions of the documentation in the following order of precedence.
 - a) Part 1 Service Arrangement as amended by the relevant Addenda (Attachments 8-9 and Attachment 10 – 15 as may be applicable);
 - b) HPSRs forming Part of the Service Arrangement (Attachments 16-17 as may be applicable);
 - c) This Invitation to Participate; and
 - d) Any Attachments to the Invitation to Participate other than those outlined at a) and b) above.

Appendix 2:

Geographic Service Provision Intent (Lots)

Applicants are requested to identify the areas in which they wish to provide Home Support Services, and the consortium structure(s) by regional Lot (if applicable). Existing Approved Providers should only identify the additional Lots they wish to be considered for. Applicants must ensure that they can immediately deliver in the areas they identify. (Where an Applicant does not indicate a response for a Lot, the response will be interpreted as "No").

Applicants should note:

Approved Providers appointed to the Authorisation Scheme in Round 4 which fail to commence service delivery within three months following their appointment to an IHA Lot may be removed from the IHA Approved Provider List.

Existing Approved Providers expanding into additional IHA Lot(s) in Round 4 must commence service delivery in the relevant IHA Lot(s) within three months of the Round 4 commencement date. Failure to do so may result in removal from the Approved Provider List for the applicable Lot(s).

It will be open to such Approved Providers to make an application at a future reopening to deliver Home Support Services in the applicable Lot(s), provided that they are in a position to immediately commence service delivery in those additional Lots.

Regional Health Area	IHA Lot Description	Please indicate which Lots you wish to be considered for by entering YES or NO in the boxes below.
HSE Dublin & North East	• Lot 1 HSE Cavan Monaghan	
	• Lot 2 HSE Louth Meath	
	• Lot 3 HSE Dublin North City and West	
	• Lot 4 HSE Dublin North County	
HSE Dublin & Midlands	• Lot 5 HSE Dublin South City and West	
	• Lot 6 HSE Dublin South West	
	• Lot 7 HSE Kildare West Wicklow	
	• Lot 8 HSE Midlands	
HSE Dublin & South East	• Lot 9 HSE Carlow Kilkenny and Tipperary South	
	• Lot 10 HSE Waterford Wexford	
	• Lot 11 HSE Dublin South and Wicklow	
HSE Mid West	• Lot 12 HSE Limerick City and Tipperary North	
	• Lot 13 HSE Clare and Limerick County	
HSE West & North West	• Lot 14 HSE Donegal	
	• Lot 15 HSE Sligo Leitrim	
	• Lot 16 HSE Mayo	
	• Lot 17 HSE Galway Roscommon	

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HSE South West	• Lot 18 HSE Cork North and East	
	• Lot 19 HSE Kerry	
	• Lot 20 HSE Cork South and West	

Appendix 3:**DECLARATION REGARDING CONSORTIUM**

If the Applicant is applying as a member of a consortium, the Applicant should clearly state which entities are proposed to be members of the consortium, what role each consortium member shall perform and confirmation that each consortium member would be jointly and severally liable to HSE for the fulfilment of the terms of the Service Arrangement (expand the table as necessary):

Name of Consortium	
Relevant IHA (<i>in the event that members differ per IHA, please replicate the table below</i>)	

IHA	Entity Name (Full Legal Entity Name)	Company Registration Number	Description of Roles of each member (Lead or Member)	Tax Reference Number	Tax Clearance Access Code (TCA)

(Please complete a separate table for each IHA)

Each member will be required to complete the Part 1 Service Arrangement, the relevant associated Addendum to Part 1 and Healthcare Provider Specific Requirements (HPSR).

I the undersigned, as a representative and Lead Member of the consortium specified above, accepts and confirms that in addition to our Company's liability in connection with our Service Arrangements that we shall be jointly and severally liable for the obligations of the Applicant under any Service Arrangement that may be entered into with the HSE.