



An Roinn Oideachais
agus Óige
Department of Education
and Youth

Project Information Memorandum (PIM)

For the Establishment of a
Multi – Operator Framework Agreement for
Project Managers with Design/Technical
Consultants for Educational Accommodation

September 2026



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IMPORTANT NOTICE/INTRODUCTION

1. The Department of Education & Youth (“**DEY**”) is the Contracting Authority in respect of the competition the subject of this procurement process and the pre-qualification questionnaire.
2. The Department of Education & Youth is a department of the Irish State with responsibility for education and training. The mission of the Department is to facilitate individuals through learning, to achieve their full potential and contribute to Ireland's social, cultural and economic development.
3. For the purposes of any contracts awarded from the framework agreement established from this competition, the Employer on each contract is dependent on the ownership of the school or the site where works are been completed.
 - a. In the case a site is in the ownership of the local parish, the School Board of Management will be the Employer.
 - b. In the case a site is in the ownership of the local Education and Training Board (ETB), the ETB will be the Employer.
 - c. In the case a site is in the ownership of the Minister of Education, the Minister of Education Department of Education will be the Employer.
4. Neither the DEY nor any of its directors, officers, managers, employees, advisers, servants or agents, warrant or represent that this document, or any other information given to Contractors, is accurate or complete, and they do not accept liability for any error, misstatement, or omission (negligent or otherwise) in this document, or in any other information given to Tenderers. Neither the DEY nor any of its directors, managers, officers, employees, advisers, servants or agents owes any duty of care to any recipient of the competition documents either in relation to the pre-qualification documents or any other information that an Applicant may receive at any time.



1. Introduction

This Project Information Memorandum (“**PIM**”) sets out the procurement process for the establishment of a Multi – Operator Framework Agreement for the Project Managers (“**PM**”) with Design/Technical Consultants (“**MDDT**”) for Educational Accommodation. This PIM sets out the background to the Contracting Authority’s requirements and the procurement process that will be used.

This document sets out the objectives of this procurement process. This document is to be read in conjunction with the contract notice, all associated information contained therein, and documentation issued under the competition.

2. Subject of this CFT

2.1 The Contracting Authority & Establishment of Framework Agreement

The Department of Education (‘**DEY**’) is the Contracting Authority for the purposes of the establishment of the framework agreement for the provision of Multi – Operator Framework Agreement for the Project Managers with Design/Technical Consultants for Educational Accommodation

This Framework Agreement includes for the engagement of Project Management Services (including associated advisory services) for Design & Build Schools, Programmes of Traditionally Procured School Projects, Start-up School Accommodation and other project types as required.

The DEY now wishes to procure Project Management services (including buy-in Design Team advisory services) from this Framework for the upcoming SEN (Special Education Needs) Reconfiguration and Modular Accommodation delivery programme for Primary and Post Primary schools.

The Framework Agreements when established will operate for a term of two years with the option to extend by a further two years in one year increments (max 4 years) and may be used by other public sector contracting authorities funded by or under the aegis of the DEY and that provide state educational accommodation.

2.2 Modular Programme’ Details

The Minister for Education & Youth (the Contracting Authority) intends to establish a Multi – Operator Framework Agreement for the Project Managers with Design/Technical Consultants for suitably qualified and experienced construction professionals to deliver the expedited school accommodation ‘Modular Programme’ utilising: -

- MMC (Modern Methods of Construction) Pre-Manufactured Modular 3D Volumetric Educational Accommodation solutions,
- Refurbishing, repair, repurposing or upgrade existing education accommodation

across a variety of Primary, Post Primary and Special Schools.

It is envisaged that this Modular Programme will deliver circa 230 no. projects comprising SEN and mainstream accommodation nationwide for handover in 2027 and 2028 utilising the existing Department Design & Build contractor frameworks for modular accommodation and a term maintenance & refurbishment works framework which is presently being procured.



It is envisaged most projects will be delivered using modular accommodation with a strong emphasis on accelerated delivery.

In order to increase the capacity within existing schools to cater for pupils with additional education needs, it is proposed to maximise the potential of existing school accommodation by identifying and adapting underutilised existing space by carrying out refurbishing, repair, repurposing or upgrade works to provide SEN teaching and support spaces.

In order to ensure that the SEN accommodation is well integrated in the existing school, suitable existing areas for refurbishment / reconfiguration may be identified by the school. In some cases, this re-use of existing space will involve the displacement of existing mainstream classroom and ancillary space that will require replacement with modular accommodation.

It is **envisaged most projects** will comprise of SEN accommodation and/or mainstream school accommodation will be provided as modular accommodation on an existing school site.

Therefore, the required Project Management service will **comprise of three parts, A B & C – services for combinations of A with B and/or C will be required depending on site specific conditions and accommodation needs**, namely:

A. Part A Initial ‘Project Viability Report’ (PVR1): Survey/ Reports, Confirmation of Project Brief for the Modular Accommodation Programme (including refurbishing, repair, repurposing or upgrade existing education accommodation):

In advance of project identification, the Department in consultation with the NCSE will confirm the SEN provision required, the school will apply using the ‘RC-SEN-01 ASA Form’ (available on the DoE website) to the Department for reconfiguration/modular accommodation, including basic building details (refer to ‘RC-SEN-01 ASA Form’). This completed application form will be provided to the appointed PM.

Initial services entail a site visit, site and building survey and risk analysis to establish the project viability, preferred option for additional accommodation needs in each instance, outline the scope and extent of the works necessary for the delivery of the brief on each particular school site. If required, alternative options may be required to be identified or evaluated. The level and extent of surveys is a matter for the Project Manager and will vary from project to project.

This service will involve consultation with school authorities and identification of relevant additional consultancy services required. The Scope of refurbishing, repair, repurposing or upgrade works to existing accommodation (if applicable) are based on the presumption that such alterations are economically viable and deliverable within a reasonable programme, represent a pragmatic use of existing space and that no insurmountable Health and Safety issues pertain.

Establish if any existing facilities will be displaced as a result of the project and where necessary, services include identifying suitable locations within existing school sites to site modular accommodation.

PM to submit a Project Viability Report and Outline Cost Report and Preliminary Programme following Part A. The level of information required following Part A (estimated 4 weeks or less) is such as to:



1. Allow a DEY evaluation of the proposed scope of works and project programme, in consultation with the school.
2. Determine the applicable outline costs for each project with reasonable accuracy and programme certainty.
3. To quantify the project risks (for example – Impacts (if any) on school operation, unforeseen existing building or site conditions, capacity and condition of existing services).
4. Procure and commission surveys to assist the acceleration of Part B & C work.

B. Part B: Refurbishing, Repair, Repurposing or Upgrade Existing Accommodation:

Design development to achieve purpose designed SEN facilities that meet the needs of the school, representing a pragmatic and sustainable solution to additional accommodation needs. In so far as possible, the proposals should be cognisant of the recommendations contained in SDG 02-04. Materials/Upgrades specified should be appropriate for sensory needs, durable, low-maintenance and appropriate to the functions for SEN.

Develop the required scope of site works, access and play areas in consultation with the school. It is expected that the proposal will not vary substantially from what was agreed following Part A.

Develop the required scope of work, detailed design drawings, specifications, cost planning & management; procurement of suitable contractors as directed by the DEY from the frameworks, co-ordination / programme management of projects on programme, health and safety plan, design risk assessments, supervising, monitoring and handover of the reconfiguration works of SEN classroom accommodation. Projects may need to be planned for phased handover, to enable a special class to open on a particular date.

PM will coordinate the design team for the construction phase and be the single point of contact for the Department and School Authority. PM to ensure that each discipline inspects the works and reports on quality, compliance and statutory obligations as required. PM to liaise with local authorities, service providers and key stakeholders where required.

and / or additionally if required;

C. Part C: Modular Accommodation:

Preliminary Brief Design drawings; procurement of suitable contractors from the design & build modular framework, review of contractors detailed design drawings and specifications, including cost planning & management, co-ordination / programme management of projects on programme, health and safety plan, design risk assessments, supervising, monitoring and handover of the construction of modular accommodation of SEN and/or mainstream classroom and ancillary space with associated site works.



The school authority will be the formal Client / Employer on the individual school projects unless stated otherwise. The successful Project Manager will be working in close co-ordination with a dedicated Department administration / technical team.

2.3 Multi-Disciplinary Design Team Services

The projects are to be delivered by the Project Management firm using multi-disciplinary design teams (MDDTs).

- **Part B Refurbishing, Repair, Repurposing or Upgrade Existing Accommodation:** Will require employer led design project utilising the PMs with their MDDTs (referred to Volume C Scope of Services).
- **Part C Modular Accommodation:** Will require design & build project utilising the PMs with their MDDTs who will act as Technical Advisors (“TAs”) (referred to Volume C Scope of Services and Process Flow Chart).

2.4 Role of Programme/Project Manager in Part B & C

The role of the successful PM and their MDDT is very much to be the representative of the DEY in the **coordination and reporting** of the overall projects across the programme. The role will include:

- Strategic planning & implementation of programme delivery
- Carryout procurement services
- Ensuring correct programme governance
- Establishment & promotion of best practices & processes
- Creation & maintenance of templates, tools & software
- Provide management reporting & real time programme visibility
- Facilitate collaboration and communication across MDDT's and Contractors
- Promote institutional memory on behalf of the Department: e.g. archiving of projects documentation, lessons learned
- Be flexible to manage new programme initiatives/objectives

i. PM Director

The successful Project Management firm shall be required to nominate a Programme Management Director with overall responsibility for the oversight and delivery of the programme from commencement through to completion. The PM Director shall be fully aware and accountable for all tasks and deliverables undertaken by their staff working on the commission and will report to the DEY Manager and support staff.

ii. Programme Manager

The Programme Manager will report to the DEY Manager and support staff on an ongoing basis relating to Programme delivery, risk and interactions with all stakeholders (including MDDT's). They will also be required to report to the bi-weekly Project Steering Group meetings.

The Programme Manager will also be responsible for managing (and tracking) with respect to the projects (individually and collectively):

- Workstream schedules and delivery.
- Workstream scope change and control.
- Reporting on risk identification and management.
- Reporting on project quality.
- Project reporting in each Lot
- Stakeholder project communications (including external reporting and published project updates).



- Monitoring key stakeholder relationships and early issue identification in this regard.

The DEY have developed and operate a Live Dashboard (Microsoft excel) collaboratively with external Project Manager firms to date in order to manage and report at programme level on the modular programme performance. The successful project management firm will be required to securely host online, continue to develop and maintain (including remapping to reflect the evolving requirements) and input into the live dashboard (Volume D example of headings/ screen grab).

2.5 Tender Procedure and Procedure to Awards Contract

The DEY proposes to establish a Framework Panel of **two (2no.)** Project Manager Firms with their associated advisory consultants in place, ranking applicants in line with the Most Economically Advantageous Tender (MEAT) criteria. It is envisaged that this programme will deliver 230no. projects nationwide comprising SEN and mainstream accommodation nationwide for handover in 2027 and 2028.

On submission and review of the Notional Tenders, the Project Manager that has submitted a valid Notional Tender that is considered to be the most economically advantageous will be contacted to establish its capacity to deliver 2026 Modular Programme for Primary and Post Primary schools on multiple site locations in time for the commencement of the relevant school academic year.

2.6 Duration of Framework

The duration of the framework is 2 years (with an option to extend for a further two years in one year increments), subject to the terms and Conditions of the Framework.

2.7 Other Contracted Parties

The Contracting Authority may engage other third-party contractors, sub-contractors or professional services consultants to assist with the delivery of the educational accommodation.

The successful Applicants will be required to engage with and collaborate with these other contracted parties to ensure the successful delivery of projects.

2.8 From of Contract

The Form of Contract for each competition awarded from the frameworks will be the Standard Conditions of Engagement for Consultancy Services (Technical) Document published on the date 10 days before the latest date for submission of Tenders by the Office of Government Procurement and available from www.constructionprocurement.gov.ie.



3. Instructions to Applicants

3.1 Information Requested

The information requested in the SAQ documents should be submitted in English and, where copies of original documents are provided in languages other than English, a complete and accurate English translation should be provided, or the documents will not be considered during the evaluation process.

It is the Applicant's sole responsibility to submit all required information as requested in the SAQ documents and the Contracting Authority is not obliged in any way to alert an Applicant to any information that an Applicant might have knowingly or unknowingly omitted.

Failure to provide a sufficient level of detail or to explain adequately any relevant matters may result in such data or information not being considered in the assessment process. Applicants must complete the requested tender documents without referring to other documents. The appendices required as part of the tender documents, however, must be attached. Please note that only the information provided for in the tender documents will be considered for evaluation. Applicants should not submit additional information, e.g., brochures etc. Unnecessary information causes undue delay and will not be evaluated.

All financial information should be denominated in Euro (€) except where financial information is being provided in a certified or audited supporting document such as a set of financial statements, in which case it is sufficient for the information to remain in its original currency.

The information provided in the tender submission will be binding on any resulting contract and will be relied upon by the Contracting Authority.

Applicants must be prepared to contract under Irish law. Applicants should be aware that national legislation applies in matters such as Employment, Working Hours, Official Secrets, Data Protection and Health and Safety. Applicants must have regard to statutory terms relating to minimum pay and to legally binding industrial or sectoral agreements in preparing tenders.

If a Submission fails to comply in any respect with the requirements set out in the tender documents and corresponding appendices or is ambiguous, the Contracting Authority shall be entitled to take such action as it considers appropriate, including (but not limited to):

- a) rejecting the relevant Pre-Qualification Submission as non-compliant.
- b) without prejudice to the Contracting Authority's right to reject the Pre-Qualification Submission:
 - i. seeking clarification from the Applicant in writing and/or by way of a meeting in respect of the relevant Pre-Qualification Submission, in accordance with the provisions of the SAQ;
 - ii. requesting the Applicant to provide the Contracting Authority with information or items which have not been provided or have been provided in an incorrect form;
 - iii. waiving a requirement which, in the opinion of the Contracting Authority, is minor or procedural; and/or
 - iv. amending the relevant requirements of this Project Information Memorandum and inviting Applicants to adjust their Pre- Qualification Submission on the basis of such revised requirement.



Provided, however, that no amendment and/or change to a requirement of this Project Information Memorandum and enclosures shall be permitted if, in the opinion of the Contracting Authority, the amendment and/or change, if accepted, would constitute a material amendment and/or change to the Contracting Authority's requirements.

3.2 Applications by Consortium or Joint Venture

Where an Applicant is a Consortium or Joint Venture, the SAQ document is to be filled out by each member of that Consortium or Joint Venture and be presented as a single expression of interest. These questionnaires are then evaluated and marked as a single submission.

Where two firms are submitting a joint expression of interest, each firm must meet the minimum standards set out within the SAQ form for the Technical Capability Criteria. Only the maximum stated number of curriculum vitae and Certificates will be evaluated under 3.4a, 3.4b and 3.4c. The Lead Applicant firm must clearly nominate which CV's (3.4a – 1xCVs / 3.4b – 2xCVs) and a B1 Certificate along with B3 Certificates (3xB3 Certificates in 3.4c) are to be qualitatively evaluated from those CVs submitted by both members of the consortium or joint venture.

A Consortium or Joint Venture will not be required to convert into a specific legal form in order to submit an expression of interest but may be required to do so prior to award of the contract, if the Contracting Authority considers it necessary to ensure that the contract is carried out to its satisfaction. The Contracting Authority also reserves the right to contract with each member of the Consortium or Joint Venture on the basis of joint and several liabilities, or with one member of the Consortium or Joint Venture as a lead service provider with the other members being sub-consultants, or on any other basis the Contracting Authority considers appropriate. Applicants considering setting up a Consortium or Joint Venture for the Project should note that the Contracting Authority will require commencement of the Works without delay.

3.3 Format for Submissions

Applicants must submit their completed SAQ response, together with all associated appendices in electronic copy format (i.e. pdfs) through the e-tenders 'Tender Box' facility. Submissions through any other medium (i.e. by hand or by post) will not be accepted.

The completed SAQ response must be duly signed and dated (where stated).

Where applying for a number of Framework, Applicants must upload a single zipped master folder containing sub-folders titled 'SAQ Framework 1 Response' and additionally for each Framework been applied for. Each Framework will be evaluated independently of the other. It is solely the Applicants responsibility to ensure that all required information, appendices, declarations and signatures are submitted for each Framework being applied for.

All Submissions must be signed by a Principal or Director within the candidate firm.

3.4 Submission Deadline

The deadline for receipt of expressions of interest is **as stated in the published contract notice**.

The Contracting Authority will not accept submissions after the deadline under any circumstances. The onus rests with the Applicants to ensure adequate time is allocated for the upload of responses before the deadline through e-tenders.



3.5 Queries

All queries regarding this procurement competition must be submitted via the e-tenders messaging facility. The closing date for receipt of such queries is as stated in the published contract notice on e-tenders and the OJEU. The following additional conditions govern the submission of queries:

No approach of any kind should be made to any other person within, or associated with, the Contracting Authority in connection with this procurement procedure. Any such approach may, at the absolute discretion of the Contracting Authority, result in the elimination of the Applicant in question from this process. The Contracting Authority will endeavour to respond to all reasonable queries received but DEYs not undertake to respond to all queries indiscriminately.

In the event that an applicant considers a query confidential or commercially sensitive, it must mark the query accordingly. If the Contracting Authority considers, at its absolute discretion, that the query or related response should be properly regarded as confidential or commercially sensitive, the nature of the query and its response will be held as confidential, subject to the Contracting Authority's obligations under law. If the Contracting Authority is of the opinion that it would be inappropriate to answer the query on a confidential basis, it will notify the Applicant accordingly and require the Applicant to either withdraw the query or agree to its release, accompanied by a response, to all Applicants. In this regard, Applicants should note that in the ordinary course the Contracting Authority will not respond to individual Applicants privately.

3.6 Further Information & Query for Return of Tender Submissions

This Request for Tender contains all the background information that will be made available to candidates for this submission, and no additional information will be provided.

Any requests relating to purely factual or procedural matters must be made by e-mail on eTenders Portal only.

Where such requests for information (in relation to purely factual or procedural matters) require an amendment to the information provided in this Award Document, that information will be made available to all candidates who have obtained a copy of this document.

The latest date for submitting queries is 8 days before the latest date for tender submissions.

Final answers to all queries will be issued to all tenderers not later than 4 days before the latest date for tender submissions.

4. SAQ Evaluation

4.1 The Evaluation Process

Each of the Applications will be assessed on the criteria included in the Suitability Assessment Questionnaire only.

Applications will firstly be assessed according to the Pass/Fail criteria in section 3.3 (declarations only required initially). If an application passes all criteria in sections 3.3, it will be evaluated under section 3.4 Technical Capability. Criteria in 3.4 will be assessed on a Pass/Fail plus Qualitative basis. Applications must pass the minimum standard requirements before receiving marks for evidence that is over and above the minimum standard.



If a Submission DEYs not achieve the minimum standard for any criterion or sub-criterion it will be deemed to have failed the suitability assessment and will be eliminated from this procurement procedure. Marks will be awarded using objective evidence (having regard to the evaluation criteria set out in the SAQ) and the professional judgment of the members of the Evaluation Team to reach a consensus opinion.

An Applicant must achieve a minimum of 40% of the available marks on each individual criterion / sub-criterion as set out in the SAQ. And achieve a total overall mark of 50%. Failure to achieve these minimum score thresholds will result in the exclusion of the Applicant from further consideration.

4.2 Evaluation Marking Methodology

Please refer to the ITT document.

4.3 Quality Standard

The minimum quality standard for each award criterion is 40% and the minimum overall quality standard is 50%.

Candidates who do not meet the minimum quality standard of 40% for each Award Criterion and the 50% overall Award Criteria standard will be excluded from the award process.

5. Award Criteria

The award criteria is outlined in the ITT document and Quality Award Criteria Document.

6. Confidentiality

This PIM and all accompanying documents shall be treated as private and confidential by the tendering consultants, who shall not release details of this Project Information Memorandum and/or any accompanying documentation other than on a confidential basis to those who have a legitimate need to know or whom they need to consult for the purposes of preparing their tender.

Applicants shall not at any time release information concerning call-offs, their scope, and the procurement documentation.

The Contracting Authority is subject to the provisions of the Freedom of Information Acts. As a result, Applicants should clearly identify any aspects of their submission which contains information that is either commercially sensitive or confidential in nature, together with the reasons for so doing which must be clearly specified. In such cases, the relevant material may, subject to the provisions of the Acts, be protected from access in response to a request made under the Acts.

The Contracting Authority shall have the right to publicise, or otherwise disclose, to any third party, information regarding the contracts, the identity of parties seeking information in relation to the contracts, the identity of Applicants and/or nomination of shortlisted and preferred Applicants (including details of their respective members, representatives, advisors, consultants, contractors, servants and /or agents); the tender process; and/or the award of the contracts at any time.

Applicants are expressly and prohibited from discussing any aspect of their response and/or exchanging information and/or collusion.



Subject to the above, the submission will be treated on a confidential basis by the Contracting Authority.



7. Conflict of Interest

The concept of conflicts of interest shall cover any situation where staff members of a Contracting Authority, or of a procurement service provider acting on behalf of a Contracting Authority, who are involved in the conduct of a procurement procedure or may influence the outcome of that procedure have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure. In this context, a shareholding, equity or financial interest in a construction industry related contracting or supply company by an Applicant must be disclosed as part of this submission and, unless the Applicant can demonstrate that no conflict of interest exists, will be grounds for exclusion. Failure to disclose a potential conflict of interest which subsequently becomes apparent may be grounds for exclusion from further call off competitions.

Any conflict of interest or potential conflict of interest must be fully disclosed in writing to the Contracting Authority as soon as such conflict or potential conflict becomes apparent. In the event of any conflict or potential conflict of interest, the Contracting Authority shall, in its absolute discretion, decide on the appropriate course of action.

8. Documentation Issued

The following list of documentation has been included with the Suitability Assessment Questionnaire and supplementary information:

- QC2 Part 1 - SAQ
- QC2 Part 2 - Applicants Declaration
- COE1 - Conditions of Engagement 1
- ITT-S2b - Instructions to Tender
- 2026 PM Framework (PIM)
- DEY Framework Agreement for PM FW
- QC2 – CV Template
- European Single Procurement Documents (ESPD)
- Appendix B1 - Previous projects
- Appendix B3 - Cert of Delivery
- Appendix C - Bankers Letter
- Forms_of_undertaking
- MF_2.1_Professional_Indemnity
- MF_2.3_Collateral_Warranty
- MF_2.5_v1.1-25-11-2025
- MF_2.9_Reliance_Guarantee
- MF_2.10_Reliance_Warranty
- Volume A Scope of Services
- Volume A QC2 – Consultants Framework_Schedule of Documents
- Volume B FTS9 - Form of Tender
- Volume C QC2 – Consultants Framework_Pricing Document
- Technical Merit - Quality Award Criteria
- Contract Notice – on etenders