



User Guide

**SINGLE SUPPLIER FRAMEWORK AGREEMENT(S)
FOR IRISH PUBLIC FUNDED HEALTH CARE
PROVIDERS REQUIRING DANGEROUS GOODS
SAFETY ADVISER(S) (DGSA) AND DGSA TRAINING
SERVICES.**

PCE050F

National Framework for DGSA Services and DGSA Training Services

What is a framework agreement?

Framework Benefits

- *Easy access to preselected specialist service providers*
- *Flexibility*
- *Best practice procurement*
- *Agreed terms and conditions*
- *Efficiency*
- *Value for money*
- *Quality of service provision*
- *Value added*

Frameworks are widely used across the Public Sector and increasingly in the Office of Government Procurement (OGP). They are a good procurement tool for Services that are pre-defined and have demonstrated that considerable time can be saved.

A framework is an agreement put in place with a supplier or range of suppliers that enables purchasers to place orders with service providers without running a full tender exercise.

Frameworks are based on large volume purchasing. Aggregating different purchasers' potential needs means individual purchasers can buy goods and services at prices below those normally charged, or with special added benefits and/or more advantageous conditions.

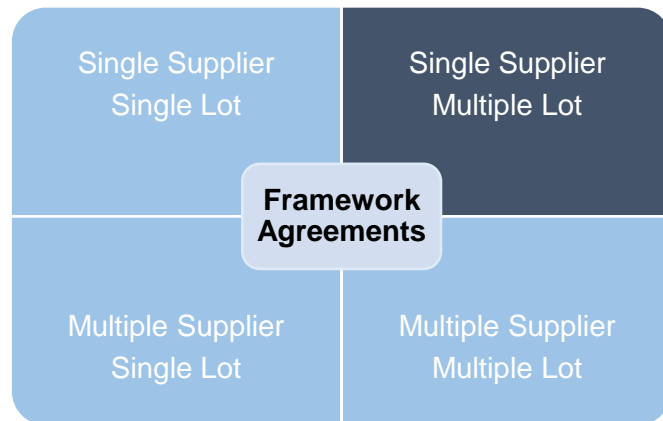
This means that costly and time-consuming procurement exercises are regularly undertaken across some organisations, while others struggle to quickly and easily access suitable service providers.

The National Framework for Dangerous Goods Safety Adviser (DGSA) Services and DGSA Training Services reduces the time and cost associated with procurement by offering a facility that has already been competitively tendered.

Different types of frameworks

There are several different types of framework arrangements.

This Framework is a single supplier, multiple lot framework — i.e. all Public Health Care Providers can use the Framework to procure a range of services for DGSA and DGSA Training Services



Why should I use this Framework?

Accessing DGSA and DGSA Training Services can be difficult for Public Sector bodies, particularly those that don't regularly need these services and may be unfamiliar with the marketplace. Procurement can also take significant time and money, both for the awarding authority and service provider.

The National Framework for DGSA and DGSA Training Services is fully compliant with procurement regulations. It reduces the time and costs associated with the procurement process by offering a facility that has already been competitively tendered.

It aims to deliver easy access to high-quality, efficient and effective services for all Public Sector bodies, at the best possible price.

The main benefits include:**Easy access to pre-selected, specialist service providers**

This National Framework provides an easy access route to pre-selected specialist providers who are best placed to deliver DGSA and DGSA Training Services to the Public Funded Irish Health Care Providers Sector.

Flexibility

The services available for draw-down under the DGSA and DGSA Training Services Framework Agreement(s) provides support to public funded Health Care providers to acquire the services of a DGSA or to train their own staff to perform the functions of a DGSA.

Best practice procurement

Each of the service providers on the National Framework have been subject to a rigorous procurement process, ensuring they offer the scope and quality of services you require. The pre-agreed terms and conditions offer you contractual safeguards.

Agreed terms and conditions

Terms and conditions are already established and agreed for you and the service providers. This removes the need to re-draft and/or renegotiate terms for each procurement you undertake. You have the right to refine, but not fundamentally alter, the terms and conditions to take into account any special conditions.

Efficiency

Use of the Framework(s) will ensure compliance with relevant EU and national public procurement obligations for Framework Clients with a minimum of administrative effort. The Framework(s) supports the government policy of maximising savings through centralised procurement and provides consistency with the Public Service Reform Plan by driving efficiencies through the application of better business processes achieved by offering a facility, which has already been competitively tendered.

Value for money

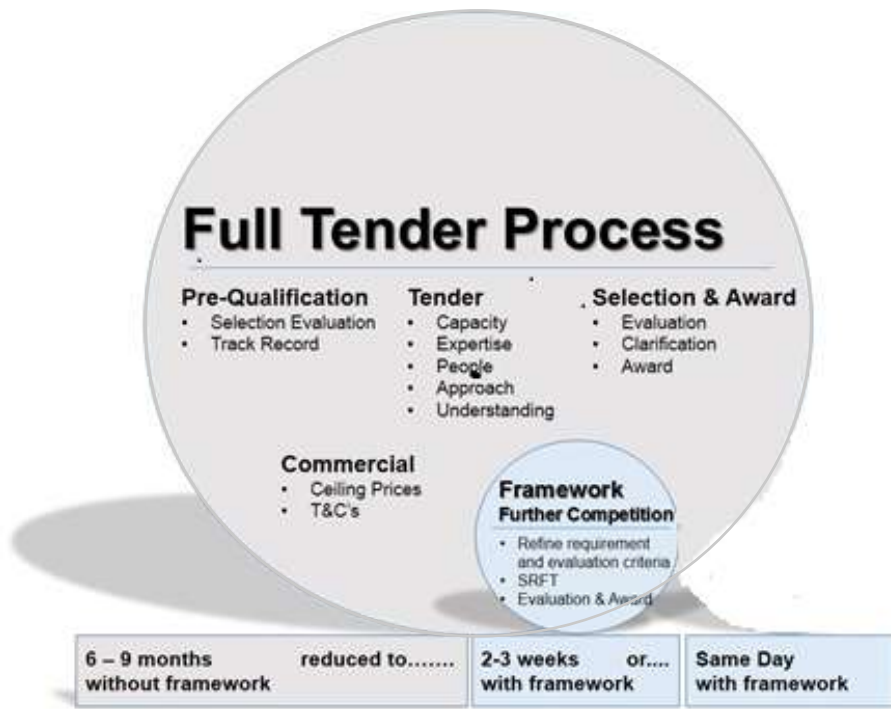
The Framework removes the need for you to conduct full tender exercises or lengthy service provider evaluations, saving the time and costs associated with procurement exercises. All invoices will be issued directly to the Framework Client for payment, and all matters relating to payment will be between the Framework Client and the Framework Supplier.

Quality of service provision

The experience, expertise and commitment to quality of a service provider(s) are assessed at the time of the initial competition.

Your satisfaction with the service providers' performance is monitored on an ongoing basis.

Framework route vs full procurement



Who can use the National Framework?

The National Framework for DGSA and DGSA Training Services Single Supplier Framework Agreement(s) for the provision of services to support all Public Funded Health Care Providers.

The National Framework for DGSA and DGSA Training Services may be used by:

- Contracting Authorities in the Irish Health Care Providers Sector including but not limited to the Health Service Executive (HSE), funded by more than 50% from Exchequer funds;

What is the duration of the framework?

The Single Supplier Frameworks commenced on **1st October 2016** and will be in place for **two years** and an option to extend for a further two years.

What services are covered by this framework?

The National Framework for DGSA and DGSA Training Services has 5 separate Lots covering different services:

There are five separate Framework Agreement Lots from which to draw down.

Lot	Description
Lot 1	HSE National Health and Safety function Policy Team Only
Lot 2	Regional DGSA area A
Lot 3	Regional DGSA area B
Lot 4	Regional DGSA area C
Lot 5	DGSA National Training Services

Lot 1 National Strategic Dangerous Goods Adviser to the HSE

The scope of Lot 1 is for HSE National Health & Safety function Policy Team use only

Lot 2 Regional DGSA area A

The scope of Lot 2 covers the following regional locations for Hospital Groups and Community Health Organisations:

- HG 1 South / South West
- HG 5 Midwest
- CHO area 4 (Kerry LHO, North Cork, North Lee, South Lee and West Cork)
- CHO area 3 (Clare, Limerick and North Tipp/East Limerick)
- CHO area 5 (South Tipp, Carlow/Kilkenny LHO, Waterford and Wexford)

Lot 3 Regional DGSA area B

The scope of Lot 3 covers the following regional locations for Hospital Groups and Community Health Organisations:

- HG 6 West / North West
- HG 4 Dublin Midlands
- CHO area 2 (Galway, Roscommon and Mayo)
- CHO area 1 (Donegal, Sligo, Leitrim, West Cavan, Cavan and Monaghan)
- CHO area 8 (Laois, Offaly, Longford, Westmeath, Louth and Meath)

Lot 4 Regional DGSA area C

The scope of Lot 4 covers the following regional locations for Hospital Groups and Community Health Organisations:

- HG 2 Ireland East
- HG 3 Dublin North East
- HG 7 Children's
- CHO area 7 (Kildare/West Wicklow, Dublin W, Dublin S/City and Dublin SW)
- CHO area 9 (Dublin N, Dublin N Central and Dublin NW)
- CHO area 6 (Wicklow, Dun Laoghaire and Dublin SE)

Lot 5 DGSA Training Services

The scope of Lot 5 covers DGSA training on a National basis for 'ad hoc' training or 'train the trainer' by:

- DGSA Vocational Certification accredited by CILT
- Course options are:
 - DGSA Training over continuous 5 days
 - DGSA Training split i.e. 3 days / 2 days over 2 weeks
 - Online ELearning Training (40 hours web based)

Who can provide services under this Framework?

This is a Single-Supplier Framework Agreement.

There is one service provider for each Lot. In order to be appointed to the Framework, service providers have demonstrated they have the right expertise and capacity to provide these services.

The Framework Supplier for each Lot are as follows:

Lot 1 National Strategic Dangerous Goods Adviser to the HSE – ChemHaz Solutions Limited.

ChemHaz Solutions

Chemical Hazard Identification and Communication Services

Lots 2, 3, 4 & 5 Regional DGSA's & Training – DCM Compliance Limited



How were the service providers Chosen?

- As part of the procurement and tendering process, the successful service providers demonstrated:
- An ability to provide initial contract implementation and ongoing customer support for the term of the service call of contract.
- All appropriate staff delivering the DGSA service hold current DGSA Certificates accredited by CILT.
- All have internal and external accredited Quality Assurance policies and procedures.
- All have a Health & Safety statement which is compliant with the Safety, Health and Welfare Act 2005 and all relevant regulations made under such Acts.
- All have adequate and relevant procedures (in respect of both physical constraints and IT systems) in place to ensure that information held by the Tenderer regards the Services provided to the Framework Client is inaccessible to non-authorised persons.
- All have adequate and relevant procedures in respect of Staff Vetting.

All have extensive experience in the Public and Private sectors

How do I access services?

The Department of Public Expenditure and Reform [Circular 15/2011](#) places certain obligations on Framework Clients with regard to external service delivery. It is the responsibility of any Framework Client, intending to award a Services Contract under this Framework Agreement, to ensure that all relevant obligations in this regard are fully complied with.

Direct Draw Down

1. Any Framework Client that has a requirement for Regional DGSA Services or DGSA Training Services, may access these services by following these quick and easy steps:
2. Complete **Initial Site Visit form** to agree scope and number of days required with Framework Lot Member. This form is Annex 1 of this guide.
3. Complete Annex 2 of the Framework Agreement, the **Notification to Activate Services Form (NASF)**. This form is Annex 2 of this guide

These forms are also available for download on www.procurement.ie.

4. When completed, (after initial Site Visit) the Framework Client must scan and email the signed "Notification to Activate Service form" to the Framework Member **for Lot 1 (HSE National Health and Safety Function Policy Team Only)** at

jj.tobin@chemhazsolutions.com

and/or

scan and email the signed "**Notification to Activate Service form**" to the Framework Member for **Lots 2,3,4 & 5 Regional DGSA and National DGSA Training Services** at

henry.mooney@dcmcompliance.com

5. **The Framework Member** will sign it **and return to you**. This will activate your account. The Framework Supplier will then liaise with the Framework Client to finalise the arrangements.



How does the pricing work?

All Lots and Services.

Framework Clients will be invoiced a fixed Day Rate Cost € competitively tendered for in the tender competition. The Day Rate € Lot price can be requested from the [National Health and Safety Helpdesk](#) The Lot price is confidential and only for use by Framework clients.

When a Framework Client requires DGSA services, The Client will contact the appropriate Service provider (See page 10) and arrange **an initial Site Visit**. (Annex 1 Form found at the end of this user guide)

No contractual commitment exists until both the Client and Framework member sign the **NASF** (Notification to Activate Services Form Annex 2 found at the end of this user guide)

Following the initial Site Visit, it will be possible for the Client and Framework member to determine and agree scope and days of DGSA service required. Then the NASF can be signed by the Client. Once the NASF is signed by the Framework member, The NASF is returned to the Client. The account is then activated and contract Terms & Conditions apply.

Frequently Asked Questions

Question 1

Who can use the framework?

A: If you fall within any one of the following categories, you can use this Framework Agreement

- Contracting Authorities in the Irish Health Care Provider Sector including but not limited to the Health Service Executive (HSE), HSE funded agencies delivering health and personal social services funded by more than 50% from Exchequer funds.

Question 2

When can I Directly Award?

A: Any Framework Client that has a requirement for DGSA Services and DGSA Training may access the service by completing the appropriate “Notification of Activation of Services” form(s).

*However you should allow any temporary or existing contracts (e.g. introduced under Safety Advisory Guidance note; SAGN 003) to conclude prior to instituting new arrangements under this Framework. The NASF should not be issued until service is required.

Question 3

Can I draw down from just one or all framework agreements?

A: Framework Clients can drawdown from all Framework agreements (except Lot 1 which is tailored for the HSE National Health & Safety Function Policy team only).

Question 4

Who needs to appoint a DGSA?

A: As an undertaking involved in the carriage of dangerous goods by road, whose activities include the carriage, or the related packing, loading, filling or unloading, of dangerous goods by road, subject to some limited exemptions, must appoint a vocationally qualified safety adviser or advisers. Their function is to advise you on health, safety and environmental matters in connection with the carriage of dangerous goods.

The undertakings affected are those:

1. who consign dangerous goods for carriage and who are involved in loading the means of transport;
2. who are operators of road vehicles;
3. who load or unload dangerous goods while they are in transit to their final destination, such as freight forwarders

or warehouses. This category also covers undertakings at ports and airports that load/unload dangerous goods onto/off road vehicles.

Contact Us

If you have any operational questions about the **Single Supplier Framework for DGSA Services and DGSA Training Services** or would like to know more, please contact us at the following:



<http://www.hse.ie/safetyandwellbeing>



1850 420 420 between 10:30-12:00 and
14:00 – 15.30 Hrs Monday to Friday

If you have any commercial questions about the **Single Supplier Framework for DGSA Services and DGSA Training Services** contact:



support@ogp.gov.ie



076 100 80 00



Office of Government Procurement,
3A Upper Mayor St, Dublin 1

Notes

Annex 1: DGSA Services – Invitation for an initial Site Visit to a Public Funded Health Care Provider facility Form.

I wish to avail as a Framework Client, of Framework PCE050F, provision of DGSA services.

As the Framework member providing these DGSA services, please contact me to arrange an initial Site Visit / Meeting.

	Client Name	Role/Job Title
1		
2		

Facility Name (Block Capitals)	
Address	
Tel No	
Contact email Address	

Please complete and email this form to Framework Member. (Following this initial Site Visit / meeting, it will be possible for Client and Framework member to determine and agree scope and days of DGSA service required) thus allowing for the completion of the NASF.

Annex 2: Notification to Activate Services Form

NOTIFICATION TO ACTIVATE SERVICES FORM

This is a notice for the purposes of Clause 5 of the Framework Agreement for the provision of Dangerous Goods Safety Advisor Services (**select service required**) (the 'Services') made between the Minister for Public Expenditure and Reform and _____ ("the Framework Member") dated _____ (the 'Framework Agreement').

The Client in accordance with clause 5 of the Agreement HEREBY NOTIFIES the Framework Member that it wishes to activate the purchase of Services.

The Client and the Framework Member hereby acknowledge agree and confirm that the Services Contract shall be adopted to govern the provision of the Services by the Framework Agreement to the Client upon the signature of both parties of this NASF.

PART A	
For Completion by Client [The Client will complete this Part and email to the Framework Member – please delete this text prior to e-mailing]	
Framework Member	
Date	
Contact Name	
Contact email address	
Return Time and Date	
Area of the Discipline	
Sub Area of the Discipline	
Specific Questions and/or Instructions to Framework Member	
Ceiling Cost / Daily Rate	€
Time Frame/Duration	(See table below as guide)
Are any additional insurance requirements?	[Yes or No]
Do any special conditions apply to the Contract in addition to those (if any) marked as applying in the Services Contract published with the RFT?	[Yes or No]

Appendix 1

**KPI's for Regional Dangerous Goods Safety Advisors
Local KPI's/Key Deliverables**

Performance Target – Initial Review		Completed- Yes/No/Partial
1. In the 1 st year of the Framework cost estimate provided and review of the current practices of each Framework Client carried out and any recommendations completed/made to each Framework Client reported		
• Hospital Groups (List right)		
• Community Health Organisations (List right)		

Performance Target – Annual Report		Completed- Yes/No/Partial
2. Annual report completed for each Framework Client (CEO Hospital Group and Chief Officer Community Health Organisation)		
• Hospital Groups (List right)		
• Community Health Organisations (List right)		
3. Annual Report issued to each Framework Client by 31 st March of year in question for action		

Performance Target - Monitoring Compliance/Visits/Inspections	Completed – Yes/No/Partial
4. Monitoring visits/inspections completed within each grouping. Minimum requirement (note: all site visits/inspections to be organised, where possible, to maximise cost efficiency):	
• 1 no. visit and 1 no. follow-up and 1 no. day for report writing for every Acute Hospital (3 no. days total per facility) in grouping annually	
• 1 no. visit and 1 no. follow-up and 0.5 no. day for report writing for a random selection of 50% of the community Hospitals within the grouping (2.5 no. day total per facility selected) annually	
• 1 no. visit and 1 no. follow-up and 0.5 no. day for report writing for a random selection of 10% of all other facilities within the grouping to which the requirement for DGSA applies (as determined by the successful tendered/regional DGSA) (2.5 day total per facility) annually	

Notes:

- Where a random sample is indicated in the above table a different sample should be selected for each subsequent year that the contract is in place
- The above table sets out the minimum number of inspections/visits and does not place an upper limit on the number of visits/inspections permitted under this contract – if necessary

for the purposes of compliance with legislation and HSE policy etc, additional visits may be carried out subject to approval by the local Framework Client/HSE representative and budget holder

National KPIs/Deliverables

Performance Target – Incident Investigation		Give Number	Types ⁵	Trends
5. Incidents investigated on request – Number, types and trends or reported incidents within grouping				
• Hospital Groups (List right)				
• Community Health Organisation (List right)				

Performance Target – Training		Number of Persons & Discipline	Types ⁶	Give Rate
6. Training provided on request – Number of persons trained by the DGSA within grouping, expressed as a rate per number of persons requiring the training				
• Hospital Groups (List right)				
• Community Health Organisation (List right)				

Performance Target – Issues of National Interest		Describe Issues
7. Issues that may have national implications reported		
• Hospital Groups (List right)		
• Community Health Organisation (List right)		

Note: the above tables shall be considered non-exhaustive and are subject to periodic change by the National Health and Safety Manager (Policy Team) on behalf of the National Health and Safety Function. Further information may be requested from time to time at the request of the National Health & Safety Function

⁵As per non-exhaustive list of categorisations

⁶ List of training types

The Supplier represents, warrants and undertakes that it retains and shall maintain for the Term of the Framework Agreement insurances of the nature and amount specified below.

Type of Insurance	Indemnity Limit
Employer's Liability	€13 million
Public Liability	€6.5 million
Professional Indemnity	€1 million

Confirmation of the Framework Members capacity to deal with the matter	[Yes or No]
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SERVICE DELIVERY METHODOLOGY
Please describe how you intend to deal with the matter

CONFLICT OF INTEREST MANAGEMENT PLAN
If awarded a Contract pursuant to this Direct Draw Down, the Framework Member confirms the following Conflict of Interest Management Plan has been put in place by the Framework Member to manage the disclosed conflict

PROPOSED RESOURCING
Please outline the resources you intend to deploy to deal with this matter

COSTS	
Please indicate the total cost for delivering the service	€

The Framework Member hereby agrees to provide the Services in accordance with the terms and conditions of the Services Contract set out in the Request for Tenders issued by the Minister for Public Expenditure and Reform in course of the competition for the Framework Agreement.

The Client and the Framework Member hereby acknowledge upon the signature of this NASF by both parties, they shall both be bound by the terms and conditions of the Services Contract.

Signed by the Framework Member: _____

Effective Date: _____

Signed by or on behalf of the Client: _____

Effective Date: _____