

Contract Notice – Light Regime

Request for Tender (RFT)

CONTRACT NOTICE – LIGHT REGIME

1. Buyer

1.1 Official Name: Minding Creative Minds

Legal type of the buyer: CLG / Non-profit Organisation

Activity of the Contracting Authority: For the Provision of Counselling, Trauma Specialist Counselling and Mental Health /Support Services to the Creative Sector across the island of Ireland.

2. Procedure

2.1 Title: Provision of Counselling Trauma Specialist Counselling and Mental Health /Support Services to the Creative Sector across the island of Ireland

Procedure type: Open Procedure under the Light Touch Regime (Directive 2014/24/EU, Article 76)

Main nature of the contract: Services

CPV Codes:

- 85312320 – Counselling Services
- 85312300 – Guidance and Counselling Services

3. Description of Services

Minding Creative Minds invites suitably qualified and experienced providers to tender for the delivery of Counselling, Trauma Specialist Counselling with optional access to mental health support services to individuals within the creative sector across the island of Ireland.

The core services include:

- Dedicated 24/7 helpline
- In the moment support services
- Provision of counselling, trauma specialist counselling and psychotherapy.
- Up to 12 individual counselling sessions per client (based on assessed need) inclusive of a triage /assessment.

- Desirable - Optional access to a session per client in the areas of legal, financial, or career coaching.
- Service delivery in-person, by phone, text or via secure online platforms.

4. Data Sharing and Compliance

The successful provider will be required to:

- Maintain comprehensive client records and share same with Minding Creative Minds specific to meet compliance, regulatory, safeguarding and funding obligations.
- Comply fully with GDPR and Data Protection Acts (Ireland) 1988–2018, and any sectoral guidance on client confidentiality and data retention.
- Adhere to the Minding Creative Minds User Service Agreement throughout the contract period.

5. Contract Terms

- The successful supplier must invoice in arrears on a quarterly basis, aligning with Minding Creative Minds' current funding model.
- The contract will be awarded for an initial term of 24 months, with the option to extend for up to 12 additional months, subject to funding and satisfactory performance.
- Electronic submission, invoicing, and payments are required.
- No guarantee of volume is provided under this notice.
- Half yearly performance review is linked to ongoing contract provision.
- The contract will be reviewed on an annual basis subject to funding.

6. Selection and Award Criteria

Service requirements: The successful supplier is required to have

- **Data and Safeguarding Procedures in place including comprehensive protocols for data management, client confidentiality, and safeguarding.**
- Secure digital infrastructure for remote service provision

Full details are provided in the Request for Tender (RFT) documentation

Selection Criteria:

Tender submissions will be evaluated based on the following criteria:

- **Qualifications and Experience (30%):** Demonstrated suitable qualifications and professional accreditation of counselling/psychotherapy staff, with experience in

trauma-informed practice.

- **Capacity for Trauma-Informed Services (20%):** Evidence of ability to deliver trauma specialist counselling and psychotherapy tailored to the creative sector.
- **Digital Infrastructure (20%):** Robust and secure systems for remote service delivery, including online platforms and helpline operations.
- **Sector experience and knowledge:** Evidence of Knowledge and experience of working therapeutically within the creative sector: **(15%)**
- **Cost-Effectiveness (15%):** Value for money and alignment with MCM's funding model.

7. Submission Details

Deadline for receipt of tender submission: 2025-08-31, 12:00 GMT

Deadline for expression of interest: 2025-07-08, 12:00 GMT

Submission method: Electronically via <https://www.etenders.gov.ie>

Language: English

Tender validity period: 24 months from closing date

8. Additional Information

- This procurement is open to small and medium-sized enterprises (SMEs) and sole practitioners.
- No framework agreement will be formed under this procedure.
- Contract award will be subject to approval by the relevant authority within Minding Creative Minds.
- All queries must be submitted via the eTenders portal.

Request for Tenders

For the Provision of Counselling, trauma specialist counselling and mental health/Support Services to the Creative Sector across the island of Ireland

Tender Procedure: Open Procedure

Tender Deadline: 31st August 2025 12:00 GMT

Part 1: Introduction

1.1 Minding Creative Minds (the “Contracting Authority”) invites tenders (“Tenders”) to this request for tenders (“RFT”) from economic operators (“Tenderers”) for the provision of the services as described in Appendix 1 to this RFT (the “Services”).

1.2 In summary, the Services comprise the delivery of confidential, trauma-informed counselling, specialist trauma counselling and mental health/support services to individuals in the creative sector across the island of Ireland , including up to 12 counselling sessions per client (based on assessed need) and access to additional sessions for legal, financial, or career coaching support.

1.3 This public procurement competition will not be divided into lots.

1.4 This Competition will be conducted in accordance with the open procedure under the European Union (Award of Public Authority Contracts) Regulations 2016 (Statutory Instrument 284 of 2016). Any resulting contract (the “Services Contract”) will be issued for a term of 24 months.

1.5 The Contracting Authority reserves the right to extend the Term for a period or periods of up to 12 months with a maximum of one such extension, on the same terms and conditions and review arrangement based on periodic reviews

1.6 The estimated expenditure on the Services may amount to approximately €200,000 approx (inc VAT) over the Term and any possible extensions. This figure is an estimate only.

1.7 SMEs and medium size organisations are encouraged to tender.

Appendix 1: Requirements and Specifications

The successful tenderer will be expected to:

- Maintain complete and secure records and report usage data to Minding Creative Minds.
- Comply with GDPR and relevant regulatory standards for EU and Ireland

- Invoice quarterly in arrears.
- Align with Minding Creative Minds' User Service Agreement.

Service requirements

- Provide a dedicated 24/7 helpline
- Provide In the moment support services
- Provision of counselling, trauma specialist counselling /psychotherapy.
- Up to 12 individual counselling sessions per client (based on assessed need) inclusive of a triage /assessment.
- Optional access to a session per client in the areas of legal, financial, or career coaching.
- Service delivery in-person, by phone, text or via secure online platforms.

Appendix 2: Pricing Schedule

Tenderers are required to provide a detailed pricing schedule based on a **per-session fee** for counselling services.

The pricing should reflect **market rates** in line with standard **Employee Assistance Programme (EAP)** fee structures.

The pricing schedule must include:

- Cost per standard 1 hour counselling session
- Cost per 1 hour trauma counselling session (if different)
- Cost for optional legal, financial, or career coaching sessions (if applicable)

The **total estimated annual budget** for the services is **€100,000 (excl. VAT)**, which may be **increased depending on demand and funding availability**.

All prices must:

- Be inclusive of all expenses
- Be quoted in Euro
- Be exclusive of VAT
- Remain valid for **12 months** from the Tender Deadline

Appendix 3: Tenderer's Statement

Minding Creative Minds - Tender Statement

Provision of Counselling, Trauma Specialist Counselling and Support Services to the Creative Sector across the island of Ireland

Introduction

Minding Creative Minds invites suitably qualified and experienced providers to tender for the delivery of Counselling, Trauma Specialist Counselling with optional access to mental health support services to individuals within the creative sector across the island of Ireland. This tender statement outlines our requirements and expectations for service provision.

About Minding Creative Minds

As a registered CLG and non-profit organisation, Minding Creative Minds provides mental health and support services specifically designed for the creative sector across the island of Ireland. We understand the unique challenges faced by creative professionals and aim to provide tailored, accessible support that meets their needs.

Scope of Services Required

We are seeking providers who can deliver comprehensive counselling and support services, including:

1. **Core Services:**
 - a. Dedicated 24-hour helpline including in the moment support
 - b. Provision of up to 12 individual counselling sessions per client (based on assessed need)
 - c. Counselling, Trauma specialist counselling and psychotherapy (based on assessed need)
 - d. Service delivery via multiple channels: in-person, telephone, text and secure online platforms
2. **Supplementary Support Services** (optional access):
 - a. One session per client in legal, financial, or career coaching.
 - b. These supplementary services should complement the core counselling offering

Contract Terms

- Initial contract term of 24 months, with option to extend for up to 12 additional months
- Electronic submission, invoicing, and payments required
- Quarterly invoicing in arrears to align with our funding model
- No guaranteed volume of services is provided under this notice

Service Requirements

Successful providers will be expected to:

- Deliver high-quality, best practice counselling, trauma specialist and psychotherapy services by appropriately qualified staff
- Maintain comprehensive client records and share same with Minding Creative Minds specific to meet compliance, regulatory, safeguarding and funding obligations.
- Share data with Minding Creative Minds regarding service usage while ensuring client confidentiality.
- Integrate agreed feedback mechanisms in respect of the services provided and make data available to MCM.
- Comply fully with GDPR and Data Protection Acts (Ireland) and data retention guidelines
- Adhere to the Minding Creative Minds User Service Agreement

Selection Criteria

Proposals will be evaluated based on:

- Qualifications and experience of counselling staff
- Demonstrated capacity to deliver trauma-informed services
- Secure digital infrastructure for remote service provision
- Demonstrated Knowledge and experience of working therapeutically within the creative sector
- Cost-effectiveness and value for money

Submission Requirements

Tender submissions should include:

- Detailed information about your organisation and relevant experience
- Evidence of qualifications and professional accreditation of all counselling/psychotherapy staff
- Methodology for service delivery, processes, timelines and trauma-informed practice.
- Data management and confidentiality protocols
- Pricing schedule (in the format specified in Appendix 2)
- Completed Tenderer's Statement (Appendix 3)

- All other required information as specified in the RFT documentation

Submission Details

- Deadline for receipt of tenders: 2025-08 - 31st, 12:00 GMT
- Submission method: Electronically via <https://www.etenders.gov.ie>
- Language: English
- Tender validity period: 24 months from closing date

Additional Information

- This procurement is open to small and medium-sized enterprises (SMEs).
- No framework agreement will be formed under this procedure
- Contract award will be subject to approval by the relevant authority within Minding Creative Minds
- All queries must be submitted via the eTenders portal

We look forward to receiving your tender and working with successful providers to deliver essential mental health support to Ireland's creative community.

For further information or clarification, please submit your queries via the eTenders portal.

Minding Creative Minds

Emma Olohan

Emmao@mindingcreativeminds.ie

Appendix 4: Services Contract

On request

Appendix 5: Confidentiality Agreement

[FO review. 21.05.2025 confidentiality agreement for tender.pdf](#)