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 (MCM) is pleased to invite suitably qualified and experienced providers to tender for the delivery of Counselling and Trauma Specialist Counselling services to individuals across the island of Ireland's creative sector. 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
   c. Counselling, Trauma specialist counselling and psychotherapy
   d. Service delivery via multiple channels: in-person, telephone, 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
- Share data with Minding Creative Minds regarding service usage while ensuring client confidentiality.
- Implement feedback mechanisms to MCM.
- Comply fully with GDPR and Data Protection Acts (Ireland)
- 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
- Data handling, feedback and safeguarding procedures
- 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 staff
- Methodology for service delivery, processes, and trauma-informed approaches.
- 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 Expression of Interest: 08/07/2025, 12:00 GMT
- Deadline for receipt of tenders: 2025-08-31, 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

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