

Invitation to Tender For delivery of therapeutic services

Sessional Counsellors/Psychotherapists Panel

1 INTRODUCTION

1.1 Aisling Centre

Established in 1990, Aisling Centre is dedicated to the promotion of positive mental health and emotional wellbeing. The Centre is a registered charity and a company limited by guarantee. It is managed by a voluntary Board of Directors drawn from across the community who are supported by a dedicated team of staff and volunteers.

The core work of Aisling Centre is the provision of a professional counselling and psychotherapy service. The Centre adheres to the principles and ethics of the British Association of Counselling and Psychotherapy (BACP) framework of good practice.

Further information on the work of the Centre is available on the website www.theaislingcentre.com

2 Invitation to Tender

2.1 Invitation to Tender

Aisling Centre is seeking to appoint Therapists to its panel of counsellors/psychotherapists, who would be available to offer counselling (face-to-face and/or telephone/e-counselling) on a sessional basis according to demand. This will include evening work and working from outreach venues throughout Fermanagh and the surrounding area, as well as from its Centre in Enniskillen.

Aisling Centre works to the BACP code of ethics and practice and is seeking enthusiastic and self-motivated people willing to work within the values, principles and ethos of the Aisling Centre.

Aisling Centre invite submission of tenders as outlined in section 3 of this document.

NB – please note appointment to panel will be by way of a written agreement and is not a guarantee of work

2.2 Financial Arrangements

Payment for services covered by this invitation to tender will be on the foot of valid invoices which will be based on agreed deliverables. Financial arrangements will be agreed with successful tenderers.

Aisling Centre reserves the right to withhold payment if the successful tenderer fails to carry out the work as per the agreed requirements and deadlines to the satisfaction of the Aisling Centre.

2.4 Insurances

The successful tender shall effect and maintain professional insurances necessary to cover their liabilities under this contract and will be expected to provide this within one week of agreement being signed.

2.6 Reporting Structure

The successful tender will report to Aisling Centre and will be required to provide regular statistical and monitoring/progress reports.

The successful tender will be required to attend a maximum of six briefing/planning meetings per year.

2.7 Taxation

The successful tender takes full and sole responsibility for complying with national and local tax laws applicable to them and will be required to provide their **Unique Tax Reference Number** within one week of agreement being signed.

2.8 Further Information and Query Handling

Queries should be submitted in writing no later than 5 working days before the closing date for return of proposals as indicated at 3.8 of this document and, should be addressed to:- info@theaislingcentre.com.

3 Terms of Reference

3.1 Outline of Work

- Provide a safe and confidential psychotherapy/counselling service
- Undertake clinical assessments and provide appropriate therapeutic interventions
- Offer a counselling service according to demand
- Complete and submit as required statistical returns, clinical records, M&E forms (including CORE), case studies and additional reports that may be required by funders.

In execution of this work the successful tender will be expected to:

- liaise with and report to the Clinical Co-ordinator
- adhere to the code of conduct, systems, policies and procedures of the Aisling Centre
- promote the core values of the Centre

3.2 Timescale for Completion

It is anticipated that the panel will be appointed no later than September 2020.

It is anticipated that therapists will be appointed to the panel for a minimum period of one year but this may be extended for a period of up to a maximum of three years pending the outcome of an annual review and resources available.

Aisling Centre reserves the right to appoint additional therapists to the panel.

3.3 Support

Aisling Centre will provide the therapist with project management assistance as may reasonably be expected for the proper performance of duties.

3.4 Submission of Tenders

Proposal should be no more than 5 x A4 pages (excluding supporting documentation) and should include the following information.

1 - Track Record/Expertise

- Qualifications in psychotherapy, clinical/counselling psychology, family therapy, art/drama therapy or equivalent (photocopies or scans of certificates must be included with proposal)
- Details of any specialist training undertaken
- Detail of the number of hours of post-qualifying, supervised, clinical practice and environment in which accrued
- Accreditation with professional body (or evidence of working towards accreditation)
 - *Therapists accredited/registered with a professional body other than BACP or IACP must provide evidence that the requirements/components of their accreditation equals that of BACP/IACP*
- Please supply the name and address of two referees who have supervisory/managerial knowledge of you in a professional capacity one of whom should be your current clinical supervisor

2 - Knowledge & Understanding of Brief

- Proposals should clearly demonstrate relevant knowledge and understanding of :-
 - assessment and risk management
 - working with clients presenting with multiple and complex issues
 - time limited counselling (pro's and con's)
 - telephone/e-counselling (pro's and con's)
 - working with other professionals in relation to client needs

3 - Approach/Methodology

- Detail of your therapeutic approach, the value base from which you work and the range of client issues (including the number of hours) you have been working with in the past year. *Please include examples*
- Detail of your approach to record keeping taking account of Confidentiality, Data Protection and Information Governance

4 - Value for Money/Added Value

- Unit cost per session (counselling/psychotherapy or assessment)
- Unit cost for attendance at agreed briefing/planning meetings
- Costs should be inclusive or exclusive of VAT (dependant on VAT status)

NB please note current sessional rate at Aisling Centre is capped at £30.

Section 5 – Further Information

- Availability for work
- Any further information the tenderer deems relevant

3.6 Criteria for Assessment/Award of Proposals

CRITERIA	SCORE
Track Record/Expertise	20
Knowledge & Understanding of Brief	20
Approach/Methodology	20
Value for money/Added Value	10
Interview (if required)	30
Total	100

3.7 Terms & Conditions

- Aisling Centre does not bind itself to accepting the tender/s with the lowest stated total cost or to accepting any tender/s
- Aisling Centre may seek additional clarification, in writing/electronically. Responses to requests for clarity may not materially change any of the elements of the tenders submitted
- A number of the most competitive tenders may be invited to attend for interview
- It is a provision of this request for tenders that Aisling Centre will not be liable for any costs and/or expenses incurred in respect of the preparation, or the submission, of any tender documents or associated material
- All work undertaken in connection with this project will be by way of formal agreement with Aisling Centre
- All tenders shall be valid for a period of 90 days after submission date
- Appointment to the panel will be subject to:-
 - Receipt of satisfactory references
 - Verification of qualifications and professional membership
 - Enhanced disclosure check (Access NI)
 - Induction process and probationary period

Please note –

1. All submissions must be in English and prices quoted in Sterling, inclusive of all expenses. VAT status must be clearly identified.
2. Aisling Centre may cancel the tender process at any time prior to a contract being entered into.

3.8 Quotation Submission Date

Tenders should be placed in a sealed envelope cleared marked “*Sessional Panel*” and sent to:-

Post - Chairperson, Aisling Centre, 37 Darling Street, Enniskillen, BT74 7DP

E-mail - chairperson@theaislingcentre.com

The latest date for receipt of tenders is Monday 22nd June 2020

NB:

- Tenders will not be accepted after the time and date stated above or such later date as may be notified in writing.
- The tenderer is fully responsible for the safe and timely delivery of their proposal
- Incomplete tenders will not be accepted in any circumstances