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**Invitation to Tender for the**

**Delivery of Complementary Therapy Services**

**2022/2023**

**CONTENTS Page**

1. Tara Centre – An Overview …………………………………………………...3
2. Invitation to Tender ………………………………………………………….…….…...3
3. Tender Process …………………………………………………………………….…..….5

1. Stage 1: Evaluation of Tenders – Selection Criteria ………………..…….5
2. Stage 2: Evaluation of Tenders - Award Criteria …………………………...6
3. Stage 2: Meeting with the Evaluation Panel……………………..……….....6
4. Tender Application ……………………………………………………………..………..9
5. Checklist for Applicants ……………………………………………………..….…....15
6. **TARA CENTRE – AN OVERVIEW**

Tara Centre, a Registered Charity governed as a Company Limited by Guarantee, was founded in June 1996 “… *in the service of healing, peace and holistic wellbeing*”. The founding vision was inspired by a holistic philosophy of life which cherishes a sense of the sacred in all aspects of life and seeks to build a society where diversity can be experienced as enrichment and pain can be engaged with as the raw material of deep personal transformation.

We adopt a multi-disciplinary approach to promoting holistic health and deliver a wide range of healing and life enhancing services including: counselling/psychotherapy, art therapy, meditation and mindfulness practice, educational/life-enhancing programmes, yoga, use of premises by local support groups and complementary therapies.

Over the years we have developed a sound tradition of providing, in the warmth, privacy and sanctuary of our own premises here in Omagh, a range of complementary therapies to the highest professional standards. Unfortunately, due to Covid 19 this service was temporarily suspended but we are now keen to resume it and wish to establish an Approved Sub-Contractors List for Complementary Therapists.

Funding for this service is provided by the Victims and Survivors Service (VSS). We wish to begin delivery of this service on 1st April 2022 and extend until 31st March 2023. An extension beyond this date may be granted but this will be subject to available funding and will not exceed a period of 12 months.

Further information in relation to the Tara Centre can be found at: <https://taraomagh.com>

1. **INVITATION TO TENDER**

The Tara Centre is inviting tender applications from ethical, competent, experienced and appropriately qualified complementary therapists to deliver complementary therapies on a sessional basis.

To fulfil the role described below, practitioners must be suitably qualified for the service they provide and commit to working at all times within the knowledge, understanding, skills and competence integral to the delivery of the service they offer to the highest professional standard.

Successful applicants will provide the service as self-employed, independent contractor(s).

This role will include:

* the delivery of complementary therapy treatments on a one-to-one basis from two or more of the following list of professionally recognised complementary therapies:

Bi Aura, Aromatherapy, EFT, Full body massage, HECT, Indian head Massage, Kinesiology, Reflexology, Thought Field Therapy;

* being available to provide the said service at the Tara Centre premises at times which will accommodate client needs;
* meeting with the General Manager and other designated staff members as relevant to the terms of the Contract for Services associated with the service;
* notifying the Co-ordinator of Therapeutic Services (COTS) immediately should a problem arise in relation to the wellbeing of a client in the course of the treatment or at any other time;
* completing all relevant paperwork, fully and accurately, and returning same to the Co-ordinator of Therapeutic Services (COTS) as required and within a specified timeframe;
* attending supervision meetings with a suitably qualified supervisor as set out in the Contract for Services;
* Working closely with identified Tara Centre staff to ensure that all appropriate procedures and processes are followed;

Other aspects of the role are included within the Contract for Service.

Successful applicants, when offered a place on the approved sub-contractor list, will be required to provide an Enhanced Access NI Disclosure Certificate before commencing work at the Centre.

# TENDER PROCESS

**A two-stage tender process will take place.**

1. **The First Stage will involve the evaluation of tenders by an Evaluation Panel using the selection criteria listed below.**
2. **The Second Stage will involve the Evaluation Panel applying the award criteria and scoring system outlined below to those tenders which have been successful at stage 1. The Evaluation Panel will then arrange to meet with those providers whose tender has reached the required threshold in order to clarify quality information provided in the Invitation to Tender application and finalise scores.**
3. **Evaluation of Tenders**

**STAGE 1. SELECTION CRITERIA**

The following are essential selection criteria which all tender applications must pass in order to proceed to stages 2 and 3.

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| **SELECTION CRITERIA** | **PASS OR FAIL** |
| 1. Practitioner Diploma Level Professional Qualifications in **two** or more of the following: Bi Aura, Aromatherapy, EFT (Emotional Freedom Technique), Full body massage, HECT (Human Energy Chelation Therapy), Indian head Massage, Kinesiology, Reflexology, Thought Field Therapy |  |
| 1. Membership of a recognised professional Complementary Therapy Accrediting Organisation, e.g., Federation of Holistic Therapists, the Complementary and Natural Healthcare Council, General Regulatory Council for Complementary Therapists |  |
| 1. Valid and Current Certificate of Professional Indemnity Insurance to cover the services provided |  |
| 1. Full and up to date CV submitted |  |

**STAGE 2. AWARD CRITERIA**

Tenders successful at stage 1 will be evaluated on the answers provided in the Awards Criteria section of the Tender Application and judged against the criteria shown in the table below. The following award criteria is made up of 'Quality' and 'Cost' and shows the percentage scores for each.

|  |  |  |
| --- | --- | --- |
| **AWARD CRITERIA – 100%** | **%** | **100%** |
| **Quality**   * Section 1. Methodology, Approach and Plan * Section 2. Knowledge and Understanding of the Role * Section 3. Health & Safety including Safeguarding Arrangements     **Cost** | **40**  **30**  **20**    **10** | **90**    **10** |

**Award Criteria – Quality**

Each question in Quality sections 1-3 will be scored from 0-10 as follows and weighted in accordance with the percentages above e.g. Section 1 may result in 40 marks etc:

|  |  |  |
| --- | --- | --- |
| **Score** | **Classification** | **Definition** |
| 0 | No response (complete noncompliance) | No response at all or insufficient information provided in the response such that the solution is totally unassessable and/or incomprehensible. |
| 1-2 | Unsatisfactory response (potential for some compliance but very  major areas of weakness) | Substantially unacceptable submission which fails in several significant areas to set out a solution that addresses and meets the requirements: little or no detail may (and, where evidence is required or necessary, no evidence) have been provided to support and demonstrate that the tenderer will be able to provide the services and/or considerable reservations as to the tenderer’s proposals in respect of relevant ability, understanding, expertise, skills and/or resources to deliver the requirements. Would represent a high risk to the organisation. |
| 3-4 | Partially acceptable response  (one or more areas of major  Weakness) | Weak submission which does not set out a solution that fully addresses and meets the requirements: response may be basic/ minimal with little or no detail (and, where evidence is required or necessary, with insufficient evidence) provided to support the solution and demonstrate that the tenderer will be able to provide the services and/or some reservations as to the tenderer’s solution in respect of relevant ability, understanding, expertise, skills and/or resources to deliver the requirements.  A very high risk for the organisation. |
| 5-6 | Satisfactory and acceptable  response (substantial compliance with no major concerns) | Submission sets out a solution that largely addresses  and meets the requirements, with some detail (or, where evidence is required or necessary, some relevant  evidence) provided to support the solution; minor  reservations or weakness in a few areas of the solution  in respect of relevant ability, understanding, expertise,  skills and/or resources to deliver the requirements.  Medium, acceptable risk solution to the organisation. |
| 7-8 | Fully satisfactory /very good  response (fully compliant with requirements). | Submission sets out a robust solution that fully  addresses and meets the requirements, with full details  (and, where evidence is required or necessary, full and  relevant evidence) provided to support the solution;  provides full confidence as to the relevant ability,  understanding, expertise, skills and/or resources to  deliver the requirements.  Low/no risk solution for the organisation. |
| 9-10 | Outstanding response (fully  compliant, with some areas  exceeding requirements) | Submission sets out a robust solution (as for a 7-8 score) and, in addition, provides or proposes additional value and/or elements of the solution which exceed the  requirements in substance and outcomes in a manner  acceptable to the contracting authority; provides full  confidence as to the relevant ability, understanding,  expertise, skills and/or resources not only to deliver the  requirements, but also exceed it as described.  Low/no risk solution for the organisation. |

**Award Criteria - Cost**

A total of 10 marks will be available. The threshold cost is £30 per treatment with an additional £5 paid if a product is used. Costs included in tenders will be scored comparatively with zero awarded to those who meet this threshold and all tenders below this scored comparatively. The Tara Centre reserves the right to discount an unusually low tender similarly the lowest tender in terms of price may not be successful.

**STAGE 2. MEETING WITH THE EVALUATION PANEL**

The Evaluation Panel will meet with those providers who have scored over 60% at stage 2 in order to provide the Evaluation Panel with an opportunity to clarify the quality information provided in the Invitation to Tender application and finalise scores awarded at stage 2. Confirmed scores of 60% and over will result in inclusion on the sub-contractor tender list.

Provider Meetings will be held during the week beginning **28th March 2022.**

Tender Applications and all relevant documents should be forwarded **by post to:**

**The Co-ordinator of Therapeutic Services**

**Tara Centre,**

**11 Holmview Terrace,**

**Omagh,**

**BT 79 0AH**

Applications delivered by post should state “**Tender for Complementary Therapy Services**” on the envelope.

**OR**

Tender Applications and all relevant documents to be forwarded by e-mail should be addressed to: **tenders@taraomagh.com**

Applications by e-mail should state"**Tender for Complementary Therapy Services**"

in the Subject Line.

**Closing Date for Applications:** 12 noon, Monday 21st March 2022

Late tenders will not be accepted.

All applicants will be notified of the result of their engagement with the tendering process.

Please note that inclusion in the Tara Centre Approved Sub-Contractors List does not constitute any guarantee of hours.

The Tara Centre operates in line with the General Data Protection Regulations 2018. All information provided to us in the context of this tendering process will be treated with strict confidentiality.

**TENDER APPLICATION FOR COMPLEMENTARY THERAPY SERVICES 2022/2023**

**Name:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Telephone No.** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **SELECTION CRITERIA** |
| 1. Practitioner Diploma Level Professional Qualifications in **two** or more of the following: Bi Aura, Aromatherapy, EFT (Emotional Freedom Technique), Full body massage, HECT (Human Energy Chelation Therapy), Indian head Massage, Kinesiology, Reflexology, Thought Field Therapy.   Please enter the names and dates of qualifications awarded along with the name of the awarding body. (A copy of the certificate must be submitted with this application form). |
| 1. Membership of a recognised professional Complementary Therapy Accrediting Organisation, e.g., Federation of Holistic Therapists, the Complementary and Natural Healthcare Council, General Regulatory Council for Complementary Therapists.   Please enter membership details including name of professional organisation, date of registration, renewal date and registration number. (A copy of the certificate of membership must be submitted with this application form). |
| 1. Please enter details of certificate of professional liability insurance including the cover period and level of indemnity provided.   (A copy of the certificate must be submitted with this application form). |
| 1. CV to be attached to application form |

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| **QUALITY AWARD CRITERIA** |
| 1. **METHODOLOGY, APPROACH AND PLAN (Percentage Marks 40%)** |
| 1. Outline the range of complementary therapy treatments you have delivered to the victims and survivors of trauma. |
| 1. Describe how you propose to monitor and evaluate the outcomes of the complementary therapy services you provide. |
| 1. State what days and times you are available to deliver services at and on behalf of the Tara Centre. |
| 1. Please provide details of your experience of attending to administrative duties associated with the delivery of complementary therapy treatments. |
| **2. KNOWLEDGE AND UNDERSTANDING OF THE ROLE (Percentage Marks 30%)** |
| 1. Outline your knowledge and understanding of the Tara Centre and its ethos, values and services provided. |
| 1. Outline your knowledge and understanding of the range of issues and challenges which face those who have experienced trauma in their lives. |
| 1. Please provide evidence of your commitment to (a) receiving regular professional supervision and (b) continuous professional development. |
| **3. HEALTH & SAFETY INCLUDING SAFEGUARDING ARRANGEMENTS**  **(Percentage Marks 20%)** |
| 1. Please provide details of training completed in relation to (a) the safeguarding of children, (b) the safeguarding of adults and (c) first aid training including name of course, training provider and date completed. |
| 1. Please provide details of any health and safety training completed including any training in relation to risk assessment. Please include date completed and training provider. |
| **4. COST (Percentage Marks 10%)** |
| Please provide a cost per session (1hour per treatment inclusive of travel, subsistence and VAT. This should be provided up to a maximum of £30 per session. (Please note that an additional payment of £5 will be made where a treatment involves use of a product). |

**REFERENCES**

Please provide details of 2 referees (not family members). Ideally one should be a manager from an organisation you have previously provided with a complementary therapy service or a client you have provided with a complementary therapy service.

References will be sought should your tender meet the necessary threshold and you are placed on the sub-contractor list.

|  |  |
| --- | --- |
| **Referee 1** | **Referee 2** |
| Name: | Name: |
| Address:  Post Code: | Address:  Post Code: |
| Tel No: | Tel No: |
| E-mail: | E-mail: |

Name in full: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Block Letters

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Version 25.2.22**

**CHECK LIST FOR APPLICANTS**

|  |  |
| --- | --- |
| **DOCUMENTS** | **SUBMITTED** |
| Completed Tender Application Form |  |
| Certificates/Diplomas of Professional Qualifications |  |
| Certificate of Membership of a Professional Complementary Therapy Accrediting Body such as FHT etc. |  |
| Certificate of up-to-date Professional Indemnity Insurance cover for services to be provided |  |
| Full and up-to-date CV |  |
| Up-to-date Certificate of Training in Safeguarding Children and Young People (if completed) |  |
| Up-to-date Certificate of Training in Safeguarding Adults (if completed) |  |
| Up-to-date Certificate of First Aid Training (If completed) |  |

**Note:** Please do not attach original certificates.

**Version 25.2.22**.