

**Tender document for Positive Behaviour Consultant**

Praxis Care is a registered Charity that supports individuals with mental ill health, autism, learning disabilities and dementia, providing innovative, professional, high quality support services to people across the spectrum of need and particularly at the higher level of complexity.

Our Vision

Leading the co-production of innovative, individualised care and support approaches across the UK, the Isle of Man and Ireland.

Our Mission

Empowering lives that are valued, meaningful and inclusive, regardless of the complexity of need, every day.

Our Values

These are what make Praxis Care unique, helping us take the right decisions, guiding us in our work with supported people, each other and the wider community.

**Purpose of Tender**

Praxis Care invites tenders from suitably qualified individuals or organizations to provide Positive Behaviour Consultancy services to support our mission of empowering individuals with diverse needs to live fulfilling lives.

Project Objectives

The consultant will enhance staff capacity skills and capability, develop and review behaviour support plans, and promote positive outcomes for service users. The qualified individual or organization will provide on average 2000 hours per annum from January 2025, this will be totality of time but depending on number of staff at any one time will be reflected accordingly. The consultant/organization will be required to work in ROI and NI and possibly IOM and GB.

Preferably the consultancy selected should provide Praxis Care, as required access to other appropriately qualified, experienced and vetted clinicians via sub-contracting:

* Consultant psychiatry
* Psychotherapy etc

The consultant should ensure Praxis Care in advance of their placement that all staff are appropriately qualified, vetted accordingly (to meet local regulatory requirements) in each jurisdiction. The consultant must provide Praxis care with copies of all qualifications, vetting etc.

Services required

* + Develop and review behaviour support plans.
  + Provide training for staff on behaviour management strategies.
  + Conduct assessments and interventions for individuals with challenging behaviours.
  + Collaborate with Praxis Care teams to ensure best practices.
* **Deliverables**:
  + Written reports and behaviour plans.
  + Training materials and sessions for staff.
  + Periodic evaluation and improvement recommendations.
* **Performance Standards**:
  + Timely delivery of plans and reports.
  + Responsiveness to Praxis Care’s feedback.
  + Measurable improvements in behaviour outcomes
  + Active participation in Human Rights Committee, MDT committee and policy reviews were appropriate.

Eligibility criteria

* **Qualifications**:
  + Relevant qualifications in psychology, behavioural sciences, or a related field.
* **Experience**:
  + Proven experience in providing behaviour consultancy services.
  + Experience working with organizations similar to Praxis Care across a number of service locations.
* **Skills**:
  + Expertise in Positive Behavioural Support (PBS) frameworks.
  + Strong communication and training skills.

**4. Tender Submission Requirements**

* **Proposal Content**:
  + Executive summary.
  + Approach and methodology to deliver the services.
  + Work plan and timeline.
  + Detailed pricing and cost breakdown.
  + Evidence of relevant qualifications and experience.
  + References from previous clients.

Evaluation criteria

The tender submissions will be scored as per the below.

* **Weighting System**
  + Relevant Qualifications (15%)
  + Experience and Track Record (40%)
  + Methodology and Approach (10%)
  + Cost (30%)
  + References (5%)

**Contract terms:**

Duration of contract 24months

Payment terms, 30DAYS EOM – Monthly invoice and will be jurisdiction based.

The contractor must agree to treat all information received or accessed during the performance of this agreement as confidential and shall not disclose such information to any third party without the prior written consent of Praxis Care. This obligation extends beyond the termination of this agreement. Any breach of confidentiality may result in immediate termination and potential legal action.

The contractor warrants that, to the best of their knowledge, no conflict of interest exists or is likely to arise in the performance of their obligations under this agreement. If at any point a conflict arises, the contractor shall immediately disclose it in writing to Praxis care. Praxis care reserves the right to assess the conflict and may terminate the agreement if it deems the conflict to compromise the contractor’s integrity or impartiality.

Praxis Care reserves the right to terminate this agreement, in whole or in part, at any time without cause by providing the contractor with a written notice of termination at least 30 days in advance.

Praxis care may terminate this agreement with immediate effect if the contractor:

* Fails to comply with any material term or condition of this agreement
* Engages in any act or omission that, in the opinion of Praxis Care could harm its reputation or operations.
* If a conflict of interest arises that, in the opinion of Praxis Care impacts the contractor’s ability to provide impartial and objective services under this agreement. The contractor is required to disclose any actual or potential conflicts of interest as soon as they arise.

Upon receipt of such notice, the contractor shall cease all work and shall not incur any further costs under this agreement, except as agreed in writing by Praxis Care.

**Deadline for submission – 10/01/2025**

Contract award date **January/February 2025**

Service start date **January/February 2025**

All questions, requests for clarification, or additional information regarding this tender must be submitted in writing to the following contact:

**Name:** Paula Scorey (PA to Director of Care & Operations) and cc Megan Doyle (Procurement manager)   
**Email:** [PaulaScorey@praxiscare.org.uk](mailto:PaulaScorey@praxiscare.org.uk) / [megandoyle@praxiscare.org.uk](mailto:megandoyle@praxiscare.org.uk)   
**Phone:** T: +353 41 6871904

Questions must be submitted no later than.,3rd of January 2025.We appreciate your interest in partnering with Praxis Care Charity and look forward to your submission.

**COMPANY QUESTIONAIRE**

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| SECTION 1: COMPANY DETAILS AND HISTORY | | |
| 1. | What is your company’s trading name and address? | |
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|  | Telephone: | |
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|  | Person to contact: | |
|  | Email address: | |
| 2. | Is the address given above your registered office?  If not please give your registered office address. | |
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| 3. | If applicable please give the name and address of the group or parent organisation of  which you are a part. | |
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| 4. | What is your company registration number? |  |
| 5. | When was your company established? |  |
| 6. | Please give details of memberships of any  recognised professional bodies or associations. |  |
| 7. | Please provide details of all insurance cover  currently in force. Please attach copies of  current certificates to this form. |  |
| SECTION 3 RESOURCES | | |
| 8. | Please provide company staffing  information, outlining organisational  structure, employee numbers and types  of employees, and details of key individuals  employed.  This information may be attached to this form. |  |
| 9. | Please provide an outline of what  manpower resources will be assigned to the  contract. Please indicate the seniority of  the key individuals involved, as well as their  experience, training.  This information may be attached to this form. |  |
| SECTION 4 EXPERIENCE AND REFERENCES | | |
| 10. | Please give details of any similar contracts,  which your organisation has undertaken.  This information may be attached to this form. |  |

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| SECTION 5 QUALITY ASSURANCE | | |
| 11. | Does your organisation possess accreditation to any recognised quality assurance scheme? Please give details. |  |
| 12. | How do you measure your performance to ensure the delivery of a quality service? What internal quality controls of projects/project management do you have in place to ensure that the required standards of service are delivered at all times and what specific remedies would be implemented in the event that standards fail?  This information may be attached to this form. |  |
| 13. | Please attach samples of the reports you will be providing. |  |
| SECTION 6 HEALTH & SAFETY | | |
| 14. | Please attach a copy of your Health & Safety policy. |  |
| 15. | Please attach a copy of your Environmental policy. |  |
| SECTION 7 PRICING | | |
| 16. | Please attach a copy of your proposed pricing |  |