



Music Therapy Sessions for Service Users
HSE 29598

Request for Tender (RFT)

Music Therapy Sessions for Service Users

in

HSE West and North West RHA, Mental Health Services, Galway

HSE 29598

N.B.

If you have any queries or problems completing the document please raise a query via the messaging facility on www.etenders.gov.ie as soon as possible.



Music Therapy Sessions for Service Users
HSE 29598

Tender Title	Music Therapy Sessions for Service Users of HSE West and North West RHA, Mental Health Services, Galway
HSE Ref	HSE 29598
Introduction:	The HSE wishes to put in place a contract with a single Service Provider for the provision of Music Therapy Services for service users of HSE West and North West RHA, Mental Health Services, Galway
Description of Requirements	The Services shall incorporate the provision of Music Therapy group sessions and individual sessions within Galway Mental Health Services. The Service Provider will deliver Music Therapy through a combination of listening, playing, responding and songwriting activities. Services will be provided across the following locations: Inpatient Psychiatric Unit, Galway University Hospital, Galway City Woodview (24 Hour Residential Facility), Merlin Park Hospital Campus, Galway City Ceim Eile Day Service Centre, Merlin Park Hospital Campus, Galway City Danesfield House, 23 Sea Road, Galway Individual sessions at agreed locations
Procurement Procedure	The HSE will conduct this competitive tender process using an Open Competition under EU Directive 2014/24/EU
Contract Term	The contract will run for 24 months (the “ Term ”). The HSE reserves the right, at its discretion, to extend the Term for a period or periods of up to 12 months with a maximum of two such extensions on the same terms and conditions, subject to the HSE obligations at law.
Tender Document Pack	The Tender Document pack for this tender consists of the following documents: • Request for Tender (RFT); • Tender Response Document (TRD); Tenderers should note that the HSE Standard Terms for Supplies & Services V8.4 and the HSE Tender Competition Rules V14 both apply to this process. Tenderers can request copies of these documents from the HSE via the electronic messaging system on www.etenders.gov.ie within the “Messaging Service”. Tenderers are required to submit their proposals by completing and returning the TRD.
CPV Code	CPV Code 85140000-2 Miscellaneous health services (Primary) 85000000-9 Health and social work services 85312500-4 Rehabilitation services 85323000-9 Community health services
Completed Tenders	1. Tenderers must submit completed tender proposals via the eTenders portal “Create your tender online” option on the eTenders portal only on www.etenders.gov.ie



Music Therapy Sessions for Service Users
HSE 29598

	2. The HSE will not be able to accept responses via the “Messaging Service”, i.e. as an attachment to a message. Only responses submitted via the “Create your tender online” option will be accepted for evaluation. 3. As the HSE has no access or view from the supplier’s perspective on the eTenders portal, the HSE’s advice would be to contact eTenders directly on 0818 0014 59, for any assistance required in uploading tender responses onto the eTenders portal. 4. Uploading of tender responses is time locked. Receipt of submissions is not possible after the official closing deadline. 5. The onus is on the Tenderer to allow ample time to ensure the tender response is uploaded and successfully submitted prior to the closing date and time specified in this document. 6. Responses will not be accepted beyond the specified deadline. Avoid last minute problems by rehearsing the tender submission process well in advance of deadline. 7. Tender responses will not be accepted in hard copy or by electronic means other than via www.etenders.gov.ie . 8. The following document formats are acceptable: Microsoft Word 2010, Microsoft Excel 2010 and earlier; PDF (all versions). Please note that no document uploaded should exceed 10mb in size and the file path name should be limited to 40 number of characters including spaces.
Closing Date	12.00 Noon on the 05 th October 2026
Queries Deadline	12.00 Noon on 21st September 2026 All queries and requests for clarifications must be made via the electronic messaging system on www.etenders.gov.ie Please note responses to queries will be automatically sent to the specific email address registered by the Tenderer on www.etenders.gov.ie. The electronic messaging alerts will contain unique links to a Tenderer’s message archive on the site where they can be accessed and viewed.



Music Therapy Sessions for Service Users
HSE 29598

Note:

- It is imperative that all questions in the Tender Response Documents are completed in the format provided as the Tender Response Document will be used as the basis for evaluation and award.
- For general information on HSE refer to www.hse.ie
- Defined terms used in this Request for Tender include defined terms contained in the Tender Competition Rules V14 available at www.hse.ie. This Request for Tender should be read in conjunction with the Tender Competition Rules V14.
- As a guidance document, this document is not intended to be definitive and if there is any issue that requires clarification, this should be raised via the electronic messaging system on www.etenders.gov.ie



Music Therapy Sessions for Service Users
HSE 29598

SECTION 1: GENERAL INFORMATION

- 1.1** The purpose of this RET is to provide Tenderers with the information that they need to decide whether to submit a tender.
- 1.2** All reasonable care was taken to ensure that the information set out in this RFT is true and accurate in all material respects as at the time of publication. However, no warranty or representation is given as to the accuracy or completeness of this information. The HSE does not accept any liability or responsibility for the accuracy, adequacy or completeness of the information set out herein.
- 1.3** The HSE will not be liable or responsible for any opinion, statement, or conclusion contained in, or any omission from this RFT or for any other written or oral communication made available during the course of this process. No representation or warranty is made in respect of such statements, opinions or conclusions.
- 1.4** The HSE reserves the right to amend this RFT and any information contained herein. Any such changes shall be notified via the e-Tenders post-box at www.etenders.gov.ie.
- 1.5** None of the information set out herein will constitute a Contract Agreement, or part of a Contract Agreement, or an offer to enter into a Contract Agreement, between the HSE and any Tenderer. Nothing in this RFT is, nor shall be relied upon as, a promise or representation as to the HSE's ultimate decision in relation to the award of any Contract Agreement(s) pursuant to this RFT.
- 1.6** The HSE reserves the right to take such steps as it considers appropriate, including but not limited to: changing the timetable relating to this process; rejecting any, or all, of the tenders received; abandoning this process (or any part of it) at any time.
- 1.7** No legal relationship or other obligation shall arise between any Tenderer and the HSE unless and until a Contract Agreement has been executed between said Tenderer and the HSE following the tender process.
- 1.8** The tendered prices shall remain valid for 6 months and shall be effective from the closing date for receipt of tenders under this tender process.
- 1.9** The tendered price of the successful Tenderer shall remain fixed for the Term unless otherwise agreed by the HSE.
- 1.10** The HSE reserves the right to review the suitability of the successful Tenderer at any point up to the award of contract to ensure that there has been no material change to the standing of the successful Tenderer from that provided at the time of the submission of tenders, or any time in the interim.
- 1.11** Tenderers are advised that the HSE is subject to the Freedom of Information (FOI) Acts, 2014.
If a Tenderer considers that any of the information supplied in their tender response is either commercially sensitive or confidential in nature, this should be highlighted and the reasons for its sensitivity specified. In such cases the relevant material will, in response to a request under the FOI Act, be examined in the light of the exceptions provided for in the Act.
- 1.12** Any conflict of interest or potential conflict of interest on the part of a Tenderer or any other entity associated with a Tenderer's tender, must be fully disclosed to the HSE as soon as the conflict or potential conflict becomes



Music Therapy Sessions for Service Users
HSE 29598

apparent. In the event of any conflict or potential conflict of interest, the HSE may invite Tenderers to propose means by which the conflict might be removed. The HSE will, in its absolute discretion, decide on the appropriate course of action.

- 1.13** The laws of the Republic of Ireland are applicable to this process. The courts of the Republic of Ireland shall have exclusive jurisdiction in relation to any disputes arising from this process.
- 1.14** If there is any part of this RFT that is unclear or where the Tenderer feels that it puts them at an unfair disadvantage, the Tenderer should immediately contact the HSE via the electronic messaging system on www.etenders.gov.ie.
- 1.15** Tenderers may be asked to make a presentation of their proposals, attend a clarification meeting with the HSE or host a site visit by the HSE as part of the assessment of tenders. In such cases, all the Tenderers costs and expenses shall be borne by the Tenderer.
- 1.16** The HSE shall not be responsible for any payment in connection with any expenses which may be incurred by the Tenderer(s) in the preparation and submission of their tender. Any costs associated with the submission of a tender in response to this RFT are the sole responsibility of the Tenderer submitting the tender and will not be reimbursable.
- 1.17** In no circumstances shall the HSE, its servants and/or agents incur any liability or responsibility arising out of or in respect of the issue of this RFT.
- 1.18** No enforceable commitment of any kind, contractual or otherwise will exist unless and until a formal written contract has been executed by the HSE and the successful Tenderer.
- 1.19** The HSE may cancel a tender process at any time prior to a contract being executed arising from such tender process. Any notification of preferred bidder status by the HSE shall not give rise to any enforceable rights by the any Tenderer.
- 1.20** Tenderers must provide sufficient information in their tender to demonstrate their capabilities under each of the questions in the TRD. Tenderers must complete all questions in the TRD in full as these responses will be used as part of the evaluation process. Information provided elsewhere (e.g. addendums, etc.), should be clearly cross referenced to the question to which they relate. Information which is not clearly cross-referenced, or which is provided in response to other questions in the TRD, will not be taken into consideration in the evaluation of the response to the relevant question.
- 1.21** Tenderers should note that, in order to meet any of the Minimum Eligibility Criteria set out in the tender, a Tenderer may rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. In the event that a Tenderer wishes to rely on the capacities of another entity, it must in that case prove to the HSE that it will have at its disposal the resources necessary, for example, by producing an undertaking by those entities to that effect.
- 1.22** Tender responses may be submitted by a consortium or joint venture, provided that the submission clearly states which Tenderers are proposed to be members of the consortium, which are to be sub-contractors and



Music Therapy Sessions for Service Users
HSE 29598

that all participants of the consortia or joint venture are jointly and severally liable for the fulfilment of the terms of the contract.

- 1.23** The HSE reserves the right to seek additional clarifications from Tenderers in connection with its assessment of their submissions, but will not be held liable for any costs incurred in this regard by Tenderers.
- 1.24** For general information on HSE refer to www.hse.ie



SECTION 2: BACKGROUND

2.1 HSE West and North West Regional Health Area (RHA) Mental Health Services are committed to delivering recovery-oriented, person-centred care that supports the wellbeing, independence, and social inclusion of service users. As part of this approach, Music Therapy is provided as a therapeutic intervention to support individuals in their recovery journey and to enhance engagement with mental health services.

Music Therapy uses music and the therapeutic relationship to support emotional expression, communication, social interaction, confidence building, and overall wellbeing. The service complements existing multidisciplinary interventions and supports service users experiencing a range of mental health challenges, including anxiety, depression, social isolation, and low self-esteem.

The HSE is seeking to appoint a suitably qualified and experienced Service Provider to deliver Music Therapy Services across inpatient, residential, and community mental health settings in Galway. The objective of the service is to provide high-quality, recovery-focused Music Therapy interventions that promote engagement, wellbeing, personal development, and positive outcomes for service users.



SECTION 3: MANDATORY SERVICE REQUIREMENTS

General

We are seeking music therapy sessions. Music therapy is the use of music to support people in their journeys towards recovery and wellness. Music Therapy is an evidence-informed therapeutic intervention that supports individuals in their recovery and wellbeing through activities such as listening, improvisation, playing, responding and songwriting.

3.1 Professional Qualifications

- The Service Provider shall provide a qualified Music Therapist who:
 - Holds a recognised qualification in Music Therapy.
 - Is eligible for membership of the Irish Association of Creative Arts Therapists (IACAT) or an equivalent recognised professional body.
 - Complies with all professional standards, ethical guidelines, and continuing professional development requirements applicable to the profession.

3.2 Service Delivery

The Service Provider shall provide Music Therapy Services through a combination of listening, playing, improvisation, responding, and songwriting activities as appropriate to service user needs.

Schedule for Music Therapy sessions to be decided between requester and service provider. The Contract shall be based on the delivery of approximately 333 hours per annum.

Services shall be delivered at:

- Inpatient Psychiatric Unit, Galway University Hospital – 45 Hours
- Woodview Residential Facility, Merlin Park Campus – 40 Hours
- Ceim Eile Day Service Centre, Merlin Park Campus – 40 Hours
- Danesfield House, Sea Road, Galway – 40 Hours
- Other agreed locations for individual sessions – 8 Hours

To accommodate set up /pack away, clinical notes, staff liaising 1 extra hour required per site per visit - 160 additional

3.3 Group Music Therapy Sessions

The Service Provider shall:

- Deliver weekly Music Therapy Group Sessions in Woodview on Thursday
- Deliver weekly Music Therapy Group Sessions within the Galway Inpatient Psychiatric Unit on Wednesday



Music Therapy Sessions for Service Users
HSE 29598

- Deliver weekly Music Therapy Group Sessions at Ceim Eile and Danesfield House in accordance with agreed schedules.
- Work collaboratively with HSE staff supporting attendance and participation.

3.4 Individual Music Therapy Sessions

The Service Provider shall:

- Deliver individual Music Therapy sessions following referral from the treating multidisciplinary team.
- Provide weekly sessions of approximately 60-90 minutes duration for an initial period of eight weeks, subject to review.
- Liaise with the treating Consultant Psychiatrist or nominated team member regarding referrals, attendance, and clinical matters.
- Deliver services within suitable clinical environments approved by the HSE.

3.5 Clinical Documentation

The Service Provider shall:

- Complete a written summary following each group and individual session.
- Record service user engagement, participation, progress, and relevant therapeutic observations.
- Include service user feedback and expressed views where appropriate.
- Submit documentation to the nominated HSE representative for inclusion in the clinical record.

3.6 Safeguarding and Governance

The Service Provider shall:

- Be Garda Vetted where applicable.
- Comply with Children First Act 2015 requirements where relevant.
- Comply with HSE safeguarding, confidentiality, and data protection requirements.
- Report incidents, complaints, and safeguarding concerns in accordance with HSE policy.

3.7 Staffing Continuity

- The Service Provider shall nominate a Contract Manager.
- Any substitute Music Therapist must possess qualifications and experience equivalent to those proposed within the tender.

3.8 Reporting

The Service Provider shall provide quarterly activity reports detailing:



Music Therapy Sessions for Service Users
HSE 29598

- Number of sessions delivered.
- Attendance levels.
- Referrals received.
- Service utilisation.
- Issues, risks, and improvement opportunities.



SECTION 4: PROVISION ADDRESSING OBLIGATIONS AND RESPONSIBILITIES UNDER THE CHILDREN FIRST ACT 2015.

- 4.1** Where any of the successful Tenderer's Personnel and/or sub-contractors carry out any work or activity, a necessary and regular part of which consists mainly of the successful Tenderer's Personnel or sub-contractors having access to, or contact with children in any of the types of establishments listed in Schedule 1 of the Children's First Act 2015 (which for the avoidance of doubt includes any hospital, hospice, health care centre or other centre which receives, treats or otherwise provides physical or mental health services to children), the services provided by the successful Tenderer shall be regarded as "Relevant Services" for the purposes of the Children First Act, 2015 (the "Children First Act") and the successful Tenderer shall comply with all applicable obligations arising under the Children First Act and the Children First National Guidance for the Protection and Welfare of Children 2017.
- 4.2** Where Clause 4.1 is applicable, the successful Tenderer shall:
- 4.2.1 carry out a Child Safeguarding Risk Assessment in accordance with Section 11 (1) and (2) of the Children First Act;
 - 4.2.2 ensure a Child Safeguarding Statement (reviewed in last 24 months) is in place, is displayed in a prominent place and is furnished to all staff, as per Section 11 (3-10) of the Children First Act;
 - 4.2.3 ensure that a procedure for maintaining a list of Mandated Persons (as per Schedule 2 of the Children First Act) is in place;
 - 4.2.4 ensure that Mandated Persons (as per Schedule 2 of the Children First Act) have been identified and informed of their role ;
 - 4.2.5 ensure that a Child Protection & Welfare Policy is in place;
 - 4.2.6 ensure that all staff and relevant volunteers have completed the HSE e-Learning Module "An Introduction to Children First"; and
 - 4.2.7 ensure that the HSE Children First Implementation and Compliance Self-Audit Checklist has been completed and is available on request.
- 4.3** Without prejudice to Clause 4.1 above, upon request from the HSE, the successful Tenderer shall, irrespective of whether the Services it provides are regarded as "Relevant Services" within the meaning of the Children First Act, provide reasonable assistance to the HSE so that the HSE can undertake appropriate risk assessments and put in place appropriate controls to safeguard children from harm as part of the HSE's Child Safeguarding Risk Assessment and Child Safeguarding Statement, which controls may include requiring the successful Tenderer's Personnel and/or sub-contractors to be Garda Vetted in accordance with the relevant clause of the Contract Agreement, undertake assigned Children First training and adhere to applicable HSE Child Protection and Welfare policies (as applicable).



SECTION 5: INSURANCE AND TAX COMPLIANCE

- 5.1** The successful Tenderer shall be required to hold for the term of the Contract, insurances of the type and to the level specified below:

Type of Insurance	Indemnity Limit
Employer's Liability	€12.7 million for any one claim or series of claims arising out of a single occurrence (where required, if self- employed this is not necessary)
Product Liability	€6.5 million for any one claim or series of claims arising out of a single occurrence
Professional Indemnity Insurance	€6.5 million for any one claim or series of claims arising out of a single occurrence
Public Liability	€6.5 million for any one claim or series of claims arising out of a single occurrence
In the case of Employer's Liability and Public Liability Insurances, an indemnity to Principals clause must be included.	

- 5.2** Tenderers are asked to provide, as part of their tender response, written confirmation that they hold or will hold, if successful, the above types and levels of insurance. A formal confirmation from the Tenderer's insurance company or broker to this effect will be requested from the successful Tenderer prior to the award of (and shall be a condition of) the contract.
- 5.3** Prior to the award of the contract, the successful Tenderer will be required to produce a Tax Clearance Certificate from the Irish Revenue Commissioners or equivalent body. Alternatively, the Tenderer may supply the certificate and registration numbers, as they appear on the Tax Clearance Certificate, to facilitate online verification of their tax status.



SECTION 6: MINIMUM ELIGIBILITY AND AWARD CRITERIA

The evaluation of tender responses will be conducted in the following stages:

6.1 Minimum Eligibility Criteria

- 6.1.1** Tenderers who do not, in the opinion of the HSE, confirm and/or demonstrate compliance with any of the Minimum Eligibility Criteria in Table 6 below will be excluded from further consideration.
- 6.1.2** Compliance with each of the Minimum Eligibility Criteria must be effective from the date of tender submission.

Main Criteria	Sub-Criteria	Minimum Eligibility Pass/Fail
European Single Procurement Document (ESPD)	Part III of the ESPD	Confirm that none of the Exclusion Criteria listed in Part III of the ESPD applies to the Tenderer or any other Economic Operators who form part of the tender response (see Part G of the TRD).
Tenderer Declaration	Tenderer Declaration	Confirm that the tender has been submitted consistent with the requirements set out in the Tenderer Declaration. (See Part F of the TRD).
Children's First Act Declaration	Children's First Act Declaration	Where applicable and if relevant, confirm that all applicable requirements arising pursuant to the Children's First Act 2015 and the Children First National Guidance for the Protection and Welfare of Children 2017 shall be complied with. (See Part I of the TRD).
Mandatory Service Requirements	Mandatory Service Requirements	Confirm that the Managed Service will be provided in compliance with each of the Mandatory Service Requirements listed in Section 3 of this RFT.
Economic and Financial Standing	Overall Turnover of Tenderer's Organisation	Confirm that the turnover of the Tenderer, or if a consortium or joint venture, that the combined turnover of the Economic Operators who are part of the consortium or joint venture meet or exceeds a minimum of 30,000 per annum in each of the last three years.
Technical and Professional Ability	Staffing	Must propose a Contract Manager for the operation of the Managed Service with a minimum of 12 months experience in providing music therapy on a scale equivalent or greater than the scope of the tendered requirement in HSE West and North West RHA, Mental Health Services, Galway. A CV of the proposed Contract Manager must be provided with the tender submission.
Experience	Experience	Provide at least two relevant examples of music therapy within the last 5 years.one reference to include work with a public body or health care setting
Insurance	Insurance	Confirm compliance with the Insurance level of cover set out in Section 5 of this RFT.



Music Therapy Sessions for Service Users
HSE 29598

- 6.1.3** Please note Tenderers are **not** required to complete and return an ESPD with their tender response. It will be sufficient for Tenderers to self-certify compliance with the requirements of Part III of the ESPD in Part F of the TRD.
- 6.1.4** If the tender is submitted by a consortium or joint venture, then if any of the exclusion criteria listed at Part III of the ESPD applies to any of the members of the consortium or joint venture or where any of the members of the consortium or joint venture fails to demonstrate its reliability despite the existence of a relevant exclusion ground, then that tender will be excluded from further consideration in this tender process.
- 6.1.5** Compliance with each of the requirements contained in the ESPD must be effective from the date of the tender submission.

6.2. Award Criteria

- 6.2.1** Tenders that confirm and/or demonstrate compliance with the Minimum Eligibility Criteria (and are not otherwise excluded) will be evaluated to determine which presents the most economically advantageous tender for the purposes of ranking the tenders received. Tenders will be evaluated using the award criteria and associated weightings outlined below:

Main Criteria	Weighting	Marks
Service Delivery Model	20	200
Staff Qualifications and Experience	20	200
Contract Management and Reporting	10	100
Service User Outcomes and Added Value	10	100
Sustainability	10	100
Ultimate Cost	30	300
Total	100%	1000



SECTION 7: EVALUATION PROCESS

- 7.1** Tenders will be evaluated in terms of the quality of responses under each Award Criteria and the extent to which they meet and exceed the stated requirements. Based on the assessments of the responses under each criteria, tenders will be awarded a rating score in accordance with the following table:

Rating	Rating Score
Excellent Response	5
Very Good Response	4
Good Response	3
Fair Response	2
Poor Response	1
No Response	0

- 7.2** The maximum rating score achievable is 5/5 per Award Criteria. The rating score will then be converted into the equivalent mark based on the weighting for that Award Criteria.
- 7.5** The evaluation will then compare each tendered annual cost against the lowest tendered annual cost.
- 7.6** The lowest annual tendered cost shall be awarded the maximum marks available under the cost criteria.
- 7.7** The marks for Ultimate Cost for each tender shall be calculated using the following formula:

$$\frac{\text{Total Marks for Cost} \times \text{Lowest Tendered Annual Cost}}{\text{Tendered Annual Cost}} = \text{Marks achieved for Ultimate Cost}$$

- 7.8** The total marks achieved for each Award Criteria will be added to the marks achieved for Ultimate Cost to determine the overall marks awarded for each tender.
- 7.9** Tenderers will be required to provide the above evidence, and any other information which may be required, within the timeframe specified by the HSE.
- 7.10** The HSE does not bind itself to accept the lowest cost tender, and will not pay any compensations whatsoever in connection therewith. It reserves the right to reject in whole or in part, any or all tenders received.
- 7.11** Tender responses will be evaluated in their own right. No recognition will be given to information previously submitted. No unsolicited communications from Tenderers will be entertained during the evaluation period.