



Tender No: SSE TATI

Contract Title: Evaluation of Talking to your Children about Tough Issues

Contract Period: From 1st October 2008 to 31st March 2009

1. Checklist of Documents
2. Instructions to Tender
3. Special Conditions of Contract – sign and return
4. Tender Specification and application form – complete, sign and return
5. Pricing Schedule – separate document, complete, sign and return

Please ensure that this document is signed below by two duly recognised officers in your organisation. The signatories must be: (a) a contact person for the organisation who is familiar with the tender (b) the person who will sign the contract with the relevant HSSB in the event that your tender is successful. This can be your Chairperson, Vice-Chair, Chief Executive, Secretary, Treasurer or a Director.

Company Name	
Name 1	Name 2
Signature 1	Signature 2
Designation 1	Designation 2
Tel No	Tel No
Email	Email
Fax No	Fax No
Date	Date

Please fax this document back to Marianne Ireland, EDACT- Fax No: 028 9031 3563 to indicate that you have received all the documents as stated above. Thank you.

INSTRUCTIONS TO TENDER

Tender No: **SSE TATI**

Contract Title: Evaluation of Talking to your Children about Tough Issues

Contract Period: From 1st October 2008 to 31st March 2009

1. Introduction

In order to facilitate the delivery of EDACT's Action Plan 2008-2009, EDACT is inviting tender proposals for the Evaluation of the Talking to your Children about Tough Issues programme.

1.1 Submission

Tenders must be typed or written in capitals using black ink.

The Pricing Schedule (Document 5), must be quoted in British Pounds Sterling.

Two copies are to be submitted of which one copy must be unbound, that is in loose-leaf form, to facilitate further reproduction as required.

Duplicate copies of your complete Tender submission should be retained by you.

Applications should be sent to:

Eastern Drugs and Alcohol Co-ordination Team

1 Cromac Quay

Gas Works

Ormeau Road

Belfast BT7 2JD

Submissions made by fax or by email will not be considered.

1.2 Closing date

Tenders must be received not later than:

Friday 12th September 2008 at 4.00pm

Submissions made after the closing date and time will not be accepted under any circumstances.

1.3 Clarification of tendering requirements

For clarification on the tender process, please contact Owen O'Neill. Clarification queries should be received only in writing, by email or fax, no later than five days before the

closing date and that responses to queries may be distributed to all prospective applicants.

1.4 Selection Process

A selection meeting will be held to consider all tenders against the award criteria to enable an objective comparison and to agree the successful tenderer.

1.5 Award Criteria

The contract will be awarded to the most economically advantageous tender and the following criteria will form the basis for selection. The criteria listed have equal importance.

- Compliance with the tender specification, outcome and service requirements
- Ability to deliver service outcomes including quality issues
- Cost (please complete Document 5 and provide additional information if necessary)

1.6 Notification of Award

EDACT will notify award of the tender in writing to the successful applicant. EDACT will also notify the unsuccessful tenderer(s). This contract will be awarded by Friday 26th September 2008.

1.7 Responsibility

Before despatching your tender, please

- ensure that your tender complies with all the terms and conditions as stated;
- ensure the accuracy of the figures in your pricing schedules (Document 5);
- ensure that all documentation is duly signed and returned.

1.8 Conditions of Contract

Please note that Central Services Agency Regional Supplies Service Standard Conditions of Contract apply.

Special Conditions of Contract

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1. Interpretation

This condition is an addendum to Condition 1 in the document "Standard Conditions of Contract for the Supply of Services".

The Board, means the Eastern Health and Social Services Board in Northern Ireland.

Local Action Plans are produced by Drugs and Alcohol Co-ordination Teams. However, the contracts for services will be with the Eastern Health and Social Services Board (EHSSB), who are the accountable organisation.

2. Acceptance

Tenders are invited and received only on the clear understanding that the boards will in their sole discretion draw the full range of services required from either (a) entirely one successful tenderer or (b) partly from each of several tenderers to the extent to which specified parts of the respective tenders have been accepted for that purpose by the boards.

Tenderers should also note that EHSSB is not obliged to accept the lowest or any tender.

3. Invoicing and Payments

This special condition supercedes Conditions 17 – 22 of the document "Standard Conditions of Contract for Supply of Services".

Payment for services provided will be paid on receipt of an invoice after completion of the service and submission of report outlining progress achieved against the agreed objectives.

4. Orders

Orders will be issued directly by Health and Social Services Boards and / or Central Services Agency, Regional Supplies Service who will arrange payment and quote the Contract Reference on all correspondence.

5. Monitoring and Performance

Arrangements for monitoring and performance review under this agreement are designed to underpin accountability for public funds.

To fulfil the monitoring requirements the successful tenderer(s) is required to submit a report in relation to the stated objectives using the monitoring template, which will be agreed upon award to the successful tenderer(s).

Reports should be returned to the EHSSB following completion of the contract.

Failure to provide this information may lead to withholding of payments.

The successful tenderer(s) will agree to facilitate visits of any of the contracting authority's monitoring officers and provide them with required information.

6. Complaints

The service provider shall ensure that clear procedures for user complaints are in place. These procedures must include a written record of all user complaints and any action taken. This record shall be available for inspection by the relevant board.

7. Serious Adverse Incidents

The Provider shall have in operation, clear procedures for dealing with serious adverse incidents. A serious adverse incident is defined as any event or circumstances arising during the course of business that led, or could have led, to serious unintended or unexpected harm, loss or damage.

8. Freedom of Information

The supplier/ tenderer will be expected to acknowledge the Central Services Agency, Regional Supplies Services's commitment to openness and public access to information. The Freedom of Information Act 2000 applies to all NHS bodies with effect from 1 January 2005. All NHS bodies will have a policy on managing requests for information in accordance with their legal obligations.

The Central Services Agency, Regional Supplies Service requires the supplier/ tenderer, in submitting information in support of any quote or formal tender, to specifically identify any information which it is reasonably considered is commercially sensitive and which should be held in confidence during the course of the tendering process. The tenderer should indicate why the information is considered to be confidential and for what period it should be regarded as being held by Central Services Agency, Regional Supplies Service in confidence. The tenderer is advised that the use of blanket protective markings such as "commercial in confidence" will no longer be regarded as appropriate or as binding on Central Services Agency, Regional Supplies Service.

9. Reassignment

This contract will be awarded to the successful tenderer(s) on the understanding that at a time within the duration of the contract, there may be a need for reassignment from the contracting authority to an alternatively named body within the HPSS. The name of the alternative body will be that as defined under the current Review of Public Administration. It is understood that without prejudice the successful tenderer(s) will accept any reassignment of this contract. The contracting authority will not be liable to pay any compensation whatsoever in connection therewith. In all other respects terms and conditions will remain unchanged.

10. Year 2000 Compliance

Condition 46 of the Standard Conditions of Contract for the Supply of Services does not apply in this tender.

11. Other Conditions

- a. EHSSB has no commitment to renew funding after the term of the current agreement.
- b. The successful tenderer(s) shall publicise the financial contribution from the Board by inclusion of a printed acknowledgement in any brochures, leaflets, or other literature produced. This includes acknowledgement in the successful tenderer(s) annual report and audited accounts. The relevant Board and DACT logos shall be carried on all publicity material relating to the project. All publicity material in relation to the service must be submitted as part of the monitoring procedures for approval prior to publication.
- c. The Board shall be engaged by the successful tenderer(s) in any publicity activity relating to the project.
- d. The successful tenderer must comply with the requirements of all existing relevant legislation including the Sex Discrimination (NI) Orders 1976 and 1988, the Fair Employment and Treatment (NI) Order 1998, the Disability Discrimination Act 1995, the Race Relations (NI) Order 1997, the Human Rights Act (1998), Article 3 of the Audit and Accountability (NI) Order 2003, the Equal Pay Act (Northern Ireland) 1970 (as amended) and the Employment Equality (Sexual Orientation) Regulations (Northern Ireland) 2003 and any enactments amending, extending or replacing them.
- e. The successful tenderer will comply fully with the relevant requirements for the vetting of staff as detailed in the The Protection of Children and Vulnerable Adults (Northern Ireland) Order 2003 and will comply with the Area Child Protection Committee's Regional Child Protection Policy & Procedures (copies available from Social Services Department at the boards). In addition the successful tenderer agrees to provide on request: a copy of the organisation's local child protection policy, an annual return detailing the child protection training undertaken by staff in the organisation and the number of child protection referrals made to social services.
- f. The successful tenderer will investigate any incident involving injury to any service user, member of staff or any volunteer or any damage to or loss of property arising from the provision of services under this agreement. The successful tenderer will keep a record of such incidents and the outcome of any investigation and in any case where the incident is likely to be of public interest the successful tenderer will inform the relevant Board as soon as possible and not more than 7 days after the event.
- g. No aspect of the activity being funded should be party political in intention, use or presentation. Any political activity such as campaigning, undertaken by the successful tenderer must be in furtherance of, and ancillary to, its main purposes.
- h. The successful tenderer will make sure that all records, financial or otherwise, are maintained and kept safely in accordance with statutory requirements for up to 7 years. The Freedom of Information Act 2000 and Data Protection Act 1999 are the relevant statutes. A Guide to Records Management is available from Public Records Office N.I. for further implementation.
- i. The information provided by the successful tenderer may be made available to other Government Agencies for the purposes of detecting crime.

- j. Under the provision of Article 86 (2) of the Mental Health (Northern Ireland) Order 1986, the Commission has a duty to make inquiry into any case where it appears to the Commission that there may be, amongst other things, ill treatment or deficiency in care or treatment.

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Company Name	
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TENDER SPECIFICATION

- Contract Title:** Evaluation of Talking to your Children about Tough Issues
- Contract Period:** Contract will be awarded in October 2008.
All work must be completed by 31st March 2009.
- Specification Ref:** SSE TATI
- NSD Key Priority:** Addressing underage drinking
Reducing illicit drug use
- DACT Objective:** To support the provision of universal prevention and early intervention initiatives for children, young people and families across the EHSSB area
- Funding Available:** Due to budgetary constraints there is no more than **£10,000** available for this evaluation

Talking to your Children about Tough Issues

Background Information

Talking to your Children about Tough Issues is a partnership of voluntary and statutory organisations that designed and deliver a three session workshop for parents and carers that build skills to prevent problems with risky behaviors such as alcohol and drug misuse.

The course was developed in 2006. Since that date approximately 70-80 people have been trained to deliver the 3 day course. 10%-15% of these have gone on to deliver the course to groups of parents. It is estimated that 40-50 courses have been delivered since 2004. In addition to this, further workshops are planned in the Autumn 2008 and Winter 2009. Contact details of trainers and participants will be available to the successful applicant.

The purpose of *Talking to your Children about Tough Issues* is to help parents and carers understand and build protective factors in their families that help to prevent problems across a range of risky behaviours including alcohol and other drug misuse.

There are 3 key ideas behind this work.

- Research consistently shows young people with fewer risk factors and stronger protective factors are less likely to develop problems across a range of risky behaviours including misuse of alcohol and other drugs.
- These protective factors can be developed in families, schools and communities.
- Parents have an important influence on their children's attitudes and behaviour and in building these protective factors in their families and communities.

The aims of *Talking to our Children about Tough Issues* are to:

1. Train individuals to deliver the TATI course to parents
2. Provide information and support to parents and carers in addressing substance misuse issues with their children.

The key objectives within these aims include:

1. Train individuals to deliver the TATI course to parents.

- To understand of risk and protective factors.
- To know how to recognise and use everyday "learning moments" with children

- To be able to assist parents examining their own attitudes and behaviours regarding risky behaviours such as alcohol misuse
- To demonstrate active listening skills
- To know the benefits and processes involved in family meetings
- To know how to increase the parents understanding of the benefits of consistent and clear rules about things like alcohol and other drugs
- To know how to make effective use of strategies for reducing conflict (I Statements / Self calming)
- To know how to increase parental efforts at helping their children feel understood

2. Provide information and support to parents and carers in addressing substance misuse issues with their children.

- Increase parents understanding of risk and protective factors.
- To increase parents recognising and using everyday “learning moments” with their children
- To assist parents examining their own attitudes and behaviours regarding risky behaviours such as alcohol misuse
- To improve parent’s active listening skills
- To discuss the benefits and processes involved in family meetings
- To increase the parents understanding of the benefits of consistent and clear rules about things like alcohol and other drugs
- To make effective use of strategies for reducing conflict (I Statements / Self calming)
- To increase parents efforts at helping their children feel understood

Key protective factors addressed:

- Helping parents apply the reduction of risk and enhancing protective factors in their families
- Openly talking about concerns and risky behaviours (Learning moments)
- Young people knowing what their parents believe and value (Learning moments and parents examining their attitudes toward risky behaviours)
- Families having clear rules about things like alcohol and other drugs
- Families having skills to avoid / resolve conflict (I Statements / Self calming skills)
- Young people having positive role models
- Helping young people feel understood (active / reflective listening,

family meetings) to help young people feel connected to family (ways to show our kids we care)

Steering Group

The Eastern Drugs and Alcohol Co-ordination Team will establish a steering group to provide advice and guidance in relation to this research.

The successful tenderer will attend steering group meetings as and when required (approximately 4 meetings).

TENDER SPECIFICATION

Overall Aim

To undertake an evaluation of the Tough Issues programme with the purpose of gaining insight into the effectiveness the programme in relation to both the training the trainer element and the impact of the course on parents and families.

Key Elements

1. Outline what indicators could be measured to assess the programme against the aims and outcomes listed in pages 2 and 3.
2. Outline how these could best be measured.
3. Work with the steering group to refine and agree this methodology.
4. Conclude the number of workshops and participants necessary to make any meaningful conclusions.
5. Secure any ethical approval necessary to carry out this evaluation.
6. Undertake the research and collect, collate and analyse the data.
7. Present an evaluation report to the steering group
8. Ability to complete this research by March 2008 with a detailed timeframe.

Intellectual Property

Any tender received by EDACT shall remain the intellectual property of the tenderer. However, once commissioned, all documents/results will become the property of EDACT.

Tenderers should also note that all key findings, intellectual property, copyright etc. identified in the course of this project will become property of EDACT on completion and will be used for what ever purposes EDACT deem fit.

Compliance with the tender specification and service requirements

Detail in the section provided below how you propose to deliver on the overall aim and key elements of the specification described above. ***(It is essential that all elements of the specification [pg4] are addressed in sufficient detail).***

Ability to deliver (including quality issues)

Provide evidence of your and/or your organisation's experience to date in respect of carrying out similar evaluations. Two client references should be included.

Ability to deliver (including quality issues)

Provide staff/job profiles detailing responsibilities, experience, training and relevant qualifications of those who will be engaged in delivering on the specification.

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