

Call for tender:

Part 1: Development of a document storage and management system

Part 2: Teams and SharePoint training

Overview

Mental Health Europe seeks an external provider to:

1. Support the movement of documents and archives from its current cloud system to SharePoint. This includes:
 - a. Setting up the SharePoint environment/ intranet
 - b. Creating a secure archive
 - c. Managing migration
 - d. Establishing rules and instructions for staff for the new filing system
2. Provide training on SharePoint and Teams for a staff of 13 possibly divided into super users and basic.

Background

Mental Health Europe currently uses a cloud document storage system (Dropbox) which staff find difficult to use. It is poorly organised leading to duplication and difficulty locating documents. Staff want to be able to share and collaborate on documents more easily.

The team has begun to use SharePoint and teams. This call is to set up a reliable structure for SharePoint and complete the migration from Dropbox. The training should help the team understand and use the new structure, use teams, and understand the links between SharePoint and teams.

Implementation and timeframe

The work should be implemented between **Autumn 2024** and **Spring 2025**.

They will be accompanied and supported by two staff members.

Deliverables

- A functioning and secure document management system based on SharePoint
- A document organisation plan
- Staff training

Application and award process

Application procedure and criteria for selection

Applicants are invited to submit a short (no longer than one page) summary of the services they would provide and steps they would take to implement the project. The application should also include evidence/ examples of your experience.

The provider should have proven expertise in setting up SharePoint environments and experience in delivering training.

The selection will be made based on best value: the proposal which best meets the needs of the team for the lowest price as well as alignment with Mental Health Europe's values as a human rights organisation. Information on values and safeguarding can be found below.

Any questions should be addressed a.latham@mentalhealtheurope.org

Contract Value

Available budget: 3.500 – 4.300 € incl. VAT

Closing date for applications and response time

Applications should be received by midnight on **27 September**. You will receive a response within fifteen working days.

About Mental Health Europe

Mental Health Europe is a European non-governmental network organisation committed to the promotion of positive mental health, the prevention of mental distress, the improvement of care, advocacy for social inclusion and the protection

of the rights of (ex)users of mental health services, persons with psychosocial disabilities, their families and carers.

MHE works closely with the European Institutions and international bodies to mainstream mental health in all policies and end mental health stigma. We represent associations and individuals in the field of mental health including users of mental health services, mental health professionals, service providers and volunteers. Together with its members, MHE formulates recommendations for policy and decision makers to develop comprehensive and rights based mental health policies and practices. MHE places people who experience mental ill health at the centre of its work to ensure the voice of people who have experienced mental ill health is heard across Europe.

Our vision

A Europe where everyone's mental health and wellbeing flourish across their life course.

Our mission

To lead in advancing a human rights, community-based, recovery-oriented and psychosocial approach to mental health and well-being for all.

MHE prioritises ethical choices based on our core values:

- **Dignity and Human Rights**
Promoting the inherent dignity, uniqueness, and right to self-determination of all persons
- **Person-centredness, Independence & Autonomy**
Promoting the inherent dignity, uniqueness, and right to self-determination of all persons
- **Solidarity**
Fostering a culture of equality, inclusion and social justice
- **Innovation**
Pioneering new paths and narratives in advancing mental health and well-being
- **Independence**
Operating free from undue commercial influence from health-related industries and from political or religious beliefs
- **Co-creation**
Experts by experience, their supporters, service providers and other actors working together on an equal basis and valuing the essential knowledge each contribute
- **Collaboration**
Working constructively with MHE members and all stakeholders, including experts by experience and their supporters, policy- and decision-makers, service providers, researchers.
- **Transparency**

Mental Health Europe adopts a transparent policy regarding its relations with donors. The Annual Reports reflect our funding including one-off donations received from all corporate donors.

Mental Health Europe's Safeguarding Policy

Mental Health Europe is committed to create a safe and secure environment for anyone involved in activities implemented by and on behalf of MHE and, particularly children, young people and vulnerable adults

You can find details on our Safeguarding Policy as well as our Online form for reporting potential [online](#).