

Living Potential Consulting Ltd  
[REDACTED]

**NHS Leadership Academy**  
No. 3 The Embankment,  
Sovereign Street,  
Leeds, LS1 4BJ

11 October 2022

FAO: [REDACTED]

**Contract Award Notice – Specification Reference NHSE.NAT.367**

Thank you for your application, received 14 September 2022, for the provision of *NHS Leaders Health and Wellbeing Programme*.

1. We are pleased to confirm that your application has been successful, and you have been awarded a contract for: NHS Leaders Health and Wellbeing Programme.
2. The award criteria for this contract were detailed in the Specification document originally shared via email on 26 August 2022, with further clarification shared on 12 September 2022.
3. For your application, the qualitative element was scored at 67/80 and the pricing scored at 20/20. The overall score you obtained against the award criteria for your bid was 87 out of 100.
4. The contract is awarded based on the costings submitted in your bid, up to a total maximum contract price of £1,276,500 (excluding VAT). Please see *Appendix A Contract Detail* for a full breakdown. Travel and accommodation expenses are not payable separately under this specification. Where these are required, these are included within the payable rates set out within the bid and any maximum provision allowed for this, within the total contract price stated.
5. The contract period for this specification is 19 October 2022 to 31 March 2025. Refer to Appendix A, Section 2 for full details of the contract financial year split.
6. The contract will come into existence once the Academy receives your signed agreement, through the digital signature portal, confirming acceptance and availability to proceed with the work detailed within specification NHSE.NAT.367 and your associated bid response.
7. Once in receipt of your confirmed acceptance, the Academy will allocate this work to your Faculty Framework Contract and associated terms (NHS/SoEPS/18.412) and connect you with the commissioning team to enable the work to progress.

A purchase order, to inform your usual invoicing process, will be requested by the commissioning team and notified to you. Once in place, the PO confirms the conclusion of the contractual process.

Thank you for your interest in the Academy and we look forward to working with you on this contract.

Yours sincerely,

**Faculty Resource Team, NHS Leadership Academy**  
**Leadership and Lifelong Learning**

**AGREEMENT**

Signed for and on behalf of **NHS England**:

Signed for and on behalf of **Living Potential Consulting Ltd**:

By signing, you are indicating your agreement of the detail laid out within the Contract Award Notice and Appendix A (Contract Detail); and confirming your availability to proceed with the work awarded under specification NHSE.NAT.367 NHS Leaders Health and Wellbeing Programme.

## **APPENDIX A: CONTRACT DETAIL**

**Living Potential Consulting Ltd**

**NHSE.NAT.367**

Contract Terms: Faculty Framework NHS/SoEPS/18.412

Contract Date: 19 October 2022 to 31 March 2025

### **1. Contract Summary Information**

Provision of the design and delivery of the *NHS Leaders Health and Wellbeing Programme*, across:

1. Scale and spread of the programme, following, and building on from pilot delivery in 2021/22
2. Ensure a development model which is sustainable over 3 years, and which is aligned to the NHS Leadership Academy National Programmes delivery model
3. Support 'internalisation' of the offer, through a local 'train-the-trainer' model, to complement the direct delivery of national cohorts

The specific aims of the programme to be delivered for each iteration are:

*National Programme:* To develop the personal capability of participants to proactively improve their wellbeing, understanding how to identify and reduce the impact of future pressures, and to help them to create teams and services that deliver better patient care.

*Local Programme:* To ensure participants are ready and able to deliver this programme across the system following their completion of the local cohort training and development.

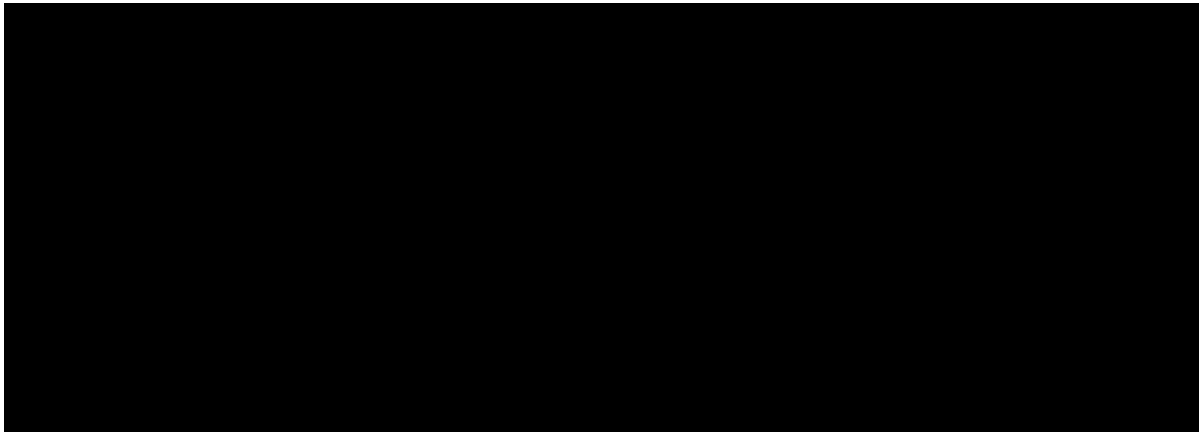
Refer to specification NHSE.NAT.367 requirements, which outlines the full programme aims, and a detailed list of indicative programme content to be included in the design of the programme.

#### **1.1 Contract Year 1 2022/23 Deliverables**

ITEM	2022/23 DELIVERABLES
Y1.1	
Y1.2	
Y1.3	
Y1.4	
Y1.5	

Y1.6	
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Across all deliverables, work should be undertaken within the following key principles:



### 1.2 Contract Year 2 2023/24 Deliverables

Where budget approval is received to extend the delivery into 2023/24, the deliverables are:

ITEM	2023/24 DELIVERABLES
Y2.1	
Y2.2	
Y2.3	

### 1.3 Contract Year 3 2024/25 Deliverables

Where budget approval is received to extend the delivery into 2024/25, the deliverables are:

ITEM	2024/25 DELIVERABLES
Y3.1	
Y3.2	
Y3.3	

## 2. Contract Pricing Detail

The contract will run from 19 October 2022 to 31 March 2025. Continuation into 2023/24 and 2024/25 financial years will be dependent on confirmation of budgets and business plans (expected to be received in Quarter 4 of the previous financial year/s).

It is expected that new budgets will be approved for this work as a key priority, allowing planned cohorts to run through to completion, potentially up to 31 March 2025 (the full contract term).

### 2.1 Total Contract Costs: Year 1 (2022/23)

CONTRACT YEAR	DATE	TOTAL
Year 1 2022/23	17/10/2022 to 31/03/2023	<b>£367,700.00</b>

The work will take place within the total Year 1 contract price outlined above. However, it is noted that the design phase within Year 1 may present changes and may therefore require a recalibration across sections 1.0, 1.1 and 1.2 below.

In this instance, Living Potential Consulting Ltd will work within the set parameters of the total contract award price to ensure the programme is delivered effectively and within the agreed total and maximum contract value for Year 1 (2022/23).

ITEM	DAYS / UNIT	RATE	TOTAL
<b>1.0 SUB-TOTAL</b>			
<b>1.1 SUB-TOTAL</b>			
<b>1.2 SUB-TOTAL</b>			
<b>1.3 SUB-TOTAL</b>			

<b>1.4 SUB-TOTAL</b>			
<b>1.5 SUB-TOTAL</b>			
<b>1.6 SUB-TOTAL</b>			
<b>GRAND TOTAL</b>			<b>£367,700.00</b>

**2.2 Total Contract Costs: Year 2 (2023/24)**

<b>CONTRACT YEAR</b>	<b>DATE</b>	<b>TOTAL</b>
Year 2 2023/24	01/04/2023 to 31/03/2024	<b>£451,400.00</b>

Year 2 contract costs are broken down as follows:

<b>ITEM</b>	<b>UNIT</b>	<b>RATE</b>	<b>TOTAL</b>
<b>2.1 SUB-TOTAL</b>			
<b>2.2 SUB-TOTAL</b>			
<b>2.3 SUB-TOTAL</b>			
<b>GRAND TOTAL</b>			<b>£451,400.00</b>

### 2.3 Total Contract Costs: Year 3 (2024/25)

CONTRACT YEAR	DATE	TOTAL
Year 3 2024/25	01/04/2024 to 31/03/2025	<b>£457,400.00</b>

Year 3 contract costs are broken down as follows:

ITEM	DAYS / UNIT	RATE	TOTAL
<b>3.1 SUB-TOTAL</b>			
<b>3.2 SUB-TOTAL</b>			
<b>3.3 SUB-TOTAL</b>			
<b>GRAND TOTAL</b>			<b>£457,400.00</b>

### 2.4 Per Cohort Costs

Delivery takes place across 3 financial years, with differing volumes of cohorts planned for each year. Where planned delivery volumes reduce to lower than those stated in the deliverables (due to eg lack of participant numbers or reduction in budgets / deliverables), billing can take place in line with actual cohorts delivered, where the cost to deliver one cohort is made up of the detailed items included in Section 2 (Contract Pricing Detail), specifically items Y1.4 and Y1.5. Payable per cohort costs are:

PROGRAMME MODEL	PER COHORT COST

Where planned (booked) cohorts are cancelled at short notice, the Faculty Framework Agreement Cancellation Terms will be utilised.

*Additional Notes on Cost:*

- All costings exclude VAT at the prevailing rate, where applicable*
- Travel and accommodation expenses are not payable separately under this specification. Where these are required, these are included within the payable rates set out within the bid costings and any maximum provision allowed for this, within the total contract price stated.*
- Where recalibration of the planned design elements is required (Y1.0, Y1.1 and Y1.2), this should be completed within the set parameters of the Total Year 1 Contract Price of £367,700 (excluding VAT), working in close collaboration with the Health and Wellbeing Team to approve the final design / structure.*
- Invoicing: Payments will be made at key stages of delivery, which can be agreed at project outset, as per the final delivery plan and timescale. A Call Off Purchase Order will be created, and invoicing can take place on a staggered basis across the total contract term. Purchase Orders will be created for each contract year.*
- It should be noted that delivery of cohorts is dependent on demand for places. In the event that overall delivery volumes reduce as a result of a lack of participant numbers, invoicing can take place against actual cohorts delivered at the per cohort cost noted in Section 2.4.*

### **3. Contract Dates and Extension**

The contract will run from 19 October 2022 to 31 March 2025.

Continuation of the project into 2023/24 and 2024/25 financial years will be dependent on confirmation of budgets and business plans (expected to be received in Quarter 4 of the previous financial year/s). It is expected that new budgets will be approved for this work as a key priority, allowing planned deliverables for Years 2 and 3 to run through to completion, potentially up to 31 March 2025 (the full contract term).

Ongoing management of the contract and deliverables will take place as the project progresses. It is expected that the programme provision will be reviewed in January/February 2023, and confirmation of the delivery of the contract in the second year (2023/24) provided via written confirmation.

Further review is expected in January/February 2024, and confirmation of the delivery of the contract in the third year (2024/25) provided via written confirmation.

The award is therefore to be made on a contract plus basis crossing financial years, with a budget split of circa 30% in financial year 1 (2022/23), 35% in financial year 2 (2023/24), and 35% in financial year 3 (2024/25).

The summary term and contract values are:

<b>CONTRACT YEAR</b>	<b>DATE</b>	<b>TOTAL</b>
Year 1 2022/23	19/10/2022 to 31/03/2023	<b>£367,700.00</b>
Year 2 2023/24	01/04/2023 to 31/03/2024	<b>£451,400.00</b>
Year 3 2024/25	01/04/2024 to 31/03/2025	<b>£457,400.00</b>
<b>TOTAL (Excluding VAT)</b>		<b>£1,276,500.00</b>