



10 Bressenden Place,
London,
SW1E 5DN

Dear [REDACTED]

Contract Award for: DHSC:ASC: Supply of Delivery Model for Care Certificates
Reference Number: C53218

The Authority wishes to formally award the Contract for DHSC:ASC: Supply of Delivery Model for Care Certificates.

This letter and the documents listed below form the binding contract between yourselves and the Authority.

- (i) This Agreement Letter;
- (ii) The Invitation to Tender for DHSC:ASC: Supply of Delivery Model for Care Certificates dated 23/12/2022(with any enclosures);
- (iii) Your Tender response dated 31/01/2022
- (iv) RM6187 Core Terms and Conditions
- (v) Call-Off Contract Order Form
- (vi) Supplier Conflicts of Interest Declaration
- (vii) The Authority's response to clarification against the tender documentation (attached as Appendix A); and
- (viii) Your Tender response evaluation results (Attached as Appendix B)

It is agreed that:

1. The Contract effected by the signing of this Agreement Letter constitutes the entire Agreement between the Parties relating to the subject matter of the Contract and supersedes all prior negotiations, representations or understandings whether written or oral.
2. In this Agreement words and expressions shall have either the same meanings as are assigned to them in the Terms and Conditions of Contract,
3. The Contractor shall provide the services in accordance with the Contract.
4. The Parties shall be entitled to such rights and be subject to such obligations as are imposed by the Contract.
5. The period of the Contract delivery will be for 8 weeks commencing on 06/04/2022 and terminating on 01/06/2022
6. The total contract price is £480,000.00 exclusive of Value Added Tax.

The Contractor should sign, scan and return this Agreement Letter to acknowledge the formation of the contract using the Business Management System (BMS) messaging facility.


On receipt of a signed copy, the Authority will arrange to add its signature and return a copy of the Agreement Letter for your file.

Please contact Joe Matthews (contact details as per Contract) on receipt of this Agreement Letter to organise the commencement of the work.


It is important to note that the Agreement Letter (and by implication the Contract) must be signed unaltered in any way. Any amendment without the prior written approval of the Authority will render the document void.

The Authority looks forward to working with you and your team.

For the Contractor

Signed:	
Full Name:	
Position:	Partner
Date:	05/04/2022

For: the Secretary of State for Health

Signed:	
Full Name:	
Position:	
Date:	06/04/2022

Appendix A: Tender clarifications questions and response

The clarification questions (against the tender documentation) received by the Authority with responses it provided is summarised in the table below:

No	Clarification Question from Potential Bidders	Date Received	Clarification from Authority	Date Answered
1	This work seems is mostly concerned with improving current structure, is there any professional standards of KPIs in which the current Care Certificate is held to?	18/01/2022	There are currently no KPIs/performance indicators regarding the Care Certificate. Currently the Authority collects some data about the number of care workers who have completed the Care Certificate. The work for this requirement will include proposing a process that creates standards and how data on the completion of the Care Certificate should be captured. Currently Government does not have formally agreed KPIs for the Care Certificates to build on.	18/01/2022
2	To what extent is this requirement supposed to shape the learning plan for the Care Certificate?	18/01/2022	Shaping the learning needs is significant to the work in this requirement and is a strong focus of this work. Following completion of the work, the Authority would expect to do some further work in terms of refining options and communicating training delivery standards to the sector. However, the Authority does require a wide variety of learning recommendations to be made. These learning/training models should be implementable, with a strong rationale for why they are implementable.	18/01/2022

3	How will the Authority be procuring the learning for Care Certificates?	18/01/2022	<p>This should be considered in the report and in the project's course of work. The recommendation of how the training models will be procured shall be a secondary outcome of this project. This recommendation/element of consultancy shall be an iterative process, like most of the other elements of the Requirement. But no firm plans have been made yet on how the learning/training models shall be procured.</p>	18/01/2022
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Appendix B: Authority Tender Evaluation of PA Consulting's Tender Submission

Number	Subject	Question	Weighting	Score (0-4)	Weighted Score
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Price Score = $\frac{\text{Lowest Price Tender}}{\text{Tender Price}}$ x 40 (maximum quality score) = _____ 