

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

Amanda Wilsher Associates Ltd  
[REDACTED]

FAO: [REDACTED]

26 September 2022

**Contract Award Notice – Specification Reference NHSLA.NAT.361**

Thank you for your application, received 3 August 2022, for the provision of Leading for Systems Change 2022/23.

1. We are pleased to confirm that your application has been successful, and you have been awarded a contract for: Lot 2, Co-Facilitator (1 x Cohort), Leading for Systems Change 2022/23.
2. The award criteria for this contract were detailed in the Specification document shared via email on 15 July 2022. The technical / quality element made up of 80% of the total score, and the price element made up 20% of the total score.
3. For your bid, Lot 1 was scored at 60/80 (quality) and 20/20 (price), for a total score against the award criteria for Lot 1 of 80 out of 100. Lot 2 was scored at 60/80 (quality) and 16.2/20 (price), for a total score against the award criteria for Lot 2 of 76.2 out of 100.
4. The contract is awarded based on the costings submitted in your response, up to a total day rate price of [REDACTED]. Please see **Appendix A Contract Detail** for a full breakdown. Travel and accommodation expenses are payable separately under this specification, with an allowance for these included within the total award.
5. The contract period for this specification is 28 September 2022 to 31 March 2024.
6. The contract will come into existence once the Academy receives your signed agreement confirming acceptance and availability to proceed with the work detailed within specification NHSLA.NAT.361 and your associated bidder 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 **Amanda Wilsher Associates 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 NHSLA.NAT.361 Leading for Systems Change 2022/32.

## APPENDIX A: CONTRACT DETAIL

Amanda Wilsher Associates Ltd

NHSLA.NAT.361

Contract Terms: Faculty Framework NHS/SoEPS/18.412

Contract Date: 28 September 2022 to 31 March 2024

### 1. Contract Summary Information

Provision of Co-Facilitator ( [REDACTED], 1 x Cohort) for Leading for Systems Change Programme 2022/23, including the following key deliverables:

| Activity (1 x Cohort) | Allocation |
|-----------------------|------------|
| [REDACTED]            | [REDACTED] |
| <b>TOTAL</b>          | [REDACTED] |

All work is to be delivered virtually initially, with the option to transition to face-to-face delivery in region / system localities, dependent on the requirements of the cohort / ICS. It is likely that face to face delivery will resume over 2022/23 and ultimately delivery may be a mix of virtual and / or in-person delivery, flexing dependent on the needs of each programme cohort, and managed by the faculty delivery team.

### 2. Contract Pricing Detail

Full costing details submitted and accepted under this specification and award are as follows:

| LOT 2: CO-FACILITATOR ROLE | DAY RATE   | DAYS       | TOTAL             |
|----------------------------|------------|------------|-------------------|
| [REDACTED]                 | [REDACTED] | [REDACTED] | [REDACTED]        |
| <b>TOTAL</b>               | [REDACTED] | [REDACTED] | <b>£20,425.00</b> |

*Additional Notes:*

- 1. All costings exclude VAT at the prevailing rate, where applicable*
- 2. Expenses are payable under this specification, for face-to-face delivery, with maximum capacity included under item 5 "Expenses Allowance". Expense requirements should be managed within this total value and must not exceed this. Expenses are not payable for virtual delivery.*
- 3. It should be noted that delivery of cohorts is dependent on demand from the system, with cohorts expected to begin on a staggered basis over 2022/23.*