

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

Elder Professional
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FAO: Fiona Elder

17th November

Contract Award Notice – Specification Reference NHSLA.LON.332

Thank you for your quotation, received 17th November 2021, for the provision of NHSLA.LON.332 Virtual Action Learning Sets

1. We are pleased to confirm that your quotation has been accepted, and you have been awarded a contract for: NHSLA.LON.332 Virtual Action Learning Sets.
2. The award criteria for this contract were detailed in the Specification document shared via email on 15th November 2021. Formal scoring of your quotation is not required, due to this being undertaken through the direct award process.
3. The contract is awarded based on the costings and day rates submitted in your response, up to a total price of **£12,380** (excluding VAT). Please see **Appendix A Contract Detail** for a full breakdown. Travel and accommodation expenses are not payable separately under this specification.
4. The contract period for this specification is 17th November 2021 to 31st March 2022.
5. The contract will come into existence once the Commissioning and Partnerships Team receives a copy of signed contract attached to the email confirming your acceptance and availability to proceed with the work detailed within specification NHSLA.LON.332 Virtual Action Learning Sets and your associated quotation. Please forward this to Faculty@leadershipacademy.nhs.uk by return.
6. Once in receipt of your confirmed acceptance, the Commissioning and Partnerships Team 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 and we look forward to working with you on this contract.

Signed for and on behalf of **NHS Trust Development Authority**, as part of NHS England and NHS Improvement:

Signature	
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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.LON.332

Signed for and on behalf of **Elder Professionals:**

Signature	
Name:	Fiona Elder
Position:	Director

APPENDIX A: CONTRACT DETAIL

Elder Professionals

NHSLA.LON.332 Virtual Action Learning Sets

Contract Terms: Faculty Framework NHS/SoEPS/18.412

Contract Date: 17th November 2021 to 31st March 2022

1. Summary Programme Information

- Assuming a cohort of up to 20 which will be split into 4 ALS training groups, the activity for each member will entail
 - 3 x 3hr learning and experiential workshops
 - 3 x 3hr peer ALS groups meetings
 - 2 x 3 hr group supervision sessions

2. Contract Pricing Detail

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

Item / Activity	Days	Day Rate	Total Price
Delivery of 3 half day workshops x 2 facilitators	3	£860	£2580
Supervision of 12 ALS meetings x 1 facilitator	12	£430	£5160
Delivery of 8 supervision sessions x 1 facilitator	8	£430	£3440
Programme Management x 2 facilitators	2	£300	£1200
SUB-TOTAL (DAY RATES)		-	£12,380
Expenses (Estimated – add detail if applicable)	-	-	-
SUB-TOTAL (EXPENSES)	-	-	-
TOTAL		-	£12,380

All prices above exclude VAT

Expenses are not payable under this specification