

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

Leitmotif Learning Ltd  
[REDACTED]

23 May 2022

FAO: [REDACTED]

**Contract Award Notice – Specification Reference NHSLA.NAT.355**

Thank you for your application, received 21 March 2022, for the provision of Mary Seacole Programme: Open and Commissioned Programme Delivery 2022/23.

1. We are pleased to confirm that your application has been successful, and you have been awarded a contract for: *Mary Seacole Programme: Open and Commissioned Programme Delivery 2022/23*.
2. The award criteria for this contract were detailed in the Specification document originally shared via email on 8 March 2022, and subsequently shared with clarification on 22 March 2022.
3. For your application, the qualitative element across the technical questions was scored at 71/80 and the pricing element scored at 16.1/20. The overall score you obtained against the award criteria for your bid was 87.1 out of a maximum of 100.
4. The contract is awarded based on the costings and day rates submitted in your response, at an initial award value of **£13,275.00** (excluding VAT), covering [REDACTED]. Please see **Appendix A Contract Detail** for a full breakdown. Travel and accommodation expenses are not payable for virtual delivery, however, if face-to-face delivery of cohorts is approved, travel expenses may be payable, and will be confirmed by the National Programmes Team at allocation.
5. The contract period for this specification is 1 June 2022 to 30 May 2023.
6. The contract will come into existence once the Academy receives your email confirming acceptance and availability to proceed with the work detailed within specification NHSLA.NAT.355 and your associated bidder response. Once in receipt of your confirmed acceptance and signed award notice via the electronic portal, the Academy will allocate this work to your Faculty Framework Contract Agreement 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 Trust Development Authority**, as part of NHS England and NHS Improvement:

Signed for and on behalf of **Leitmotif Learning 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.355 Mary Seacole Programme: Open and Commissioned Delivery 2022/23:

## APPENDIX A: CONTRACT DETAIL

Leitmotif Learning Ltd

NHSLA.NAT.355

Contract Terms: Faculty Framework NHS/SoEPS/18.412

Contract Date: 1 June 2022 to 30 May 2023

### 1. Summary and Deliverables

ITEM	DELIVERABLE
1. Mobilisation	Attendance at up to 3 days of programme mobilisation and on-boarding
2. Programme Delivery  <i>Named Faculty:</i> [REDACTED]	<p>Delivery of the <i>NHS Leadership Academy Mary Seacole Programme</i> across models:</p> <ol style="list-style-type: none"> <li>'Open Programme' – delivery of workshops and online modular content/discussion</li> <li>'Commissioned Programme' – with some content that has been specifically tailored in partnership with Local Leadership Academies and/or commissioners of bespoke cohorts, to meet the needs of particular commissioned groups</li> </ol> <p>Working in faculty pairs, you will deliver cohorts across these models, over [REDACTED] across a 6-month period (per cohort), to cohorts of up to 40 participants, across large and small group work, facilitated online discussion groups, and submitted assignments. Cohorts 107 to 146 (up to max 40 cohorts) are to be drawn down under this contract.</p>
3. Virtual Campus Refresh / Review	The programme is undergoing a virtual campus review and refresh. In addition to the 3 mobilisation days noted under item 1, all Faculty members will, at the point of launch of the refreshed virtual campus, undertake review of any new / adapted content, as part of their own learning and understanding of course materials. <i>All faculty, regardless of experience, are expected to undertake this VC review, outside of the scheduled full 3-day faculty mobilisation event, [REDACTED]</i>

### 2. Contract Pricing Detail

ITEM	DAYS	DAY RATE	TOTAL
[REDACTED]			
<b>TOTAL</b>			<b>£13,275.00</b>

#### Additional Notes:

- All prices above exclude VAT at the prevailing rate, where applicable.
- Faculty Mobilisation (item 1) is payable at a maximum of 65% of the maximum delivery rate, and invoiceable at the rate set out in your pricing schedule, if attendance is required. Item 3 is [REDACTED].
- Expenses are not payable under this specification for cohorts 107 to 126, scheduled for virtual delivery. Where subsequent cohorts are arranged for in person delivery, travel expenses may be payable, and will be confirmed in advance by the programme team. If you are unsure, clarity regarding expenses should be sought, prior to any costs being incurred.
- A purchase order will be raised for the TOTAL contract award value above, in the first instance.
- Additional cohorts may be drawn down under this contract award following the process set out within the Evaluation Method (Specification page 6). Where subsequent cohorts are approved and allocated, these will be covered by this contract award, at the rates set out, namely [REDACTED] by 1 x faculty member (excluding VAT). A new purchase order will be generated for each additional cohort allocated, including capacity for expenses, if required.