Achieving Your Potential Ltd

REDACTED

REDACTED

REDACTED

FAO: REDACTED

21 December 2022

**Contract Award Notice – Specification Reference NHSLA.NAT.383**

Thank you for your application, received 14 November 2022, for the provision of *GMTS Assessment Centre Support (September 2023 Intake)*.

1. We are pleased to confirm that your application has been successful, and you have been awarded a contract for: NHSLA.NAT.383 (GMTS Assessment Centre Support – September 2023 Intake).
2. The award criteria for this contract were detailed in the Specification document shared via email on 4 November 2022. The technical, quality, and social value element made up 70% of the total score, with the price element making up 30% of the total score.
3. The contract is awarded based on the costings submitted in your bid, up to a total contract price of £5,295.00 (excluding VAT). Please see *Appendix A Contract Detail* for a full breakdown. Travel and accommodation expenses are not payable under this specification, due to the requirement for virtual delivery only.
4. The contract period for this specification is 21 December 2022 to 31 March 2023.
5. 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 NHSLA.NAT.383 and your associated bid.
6. 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 **Achieving Your Potential 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.383 GMTS Assessment Centre Support (Sept 2023 Intake):

**APPENDIX A: CONTRACT DETAIL**

**Achieving Your Potential Ltd**

**NHSLA.NAT.383**

Contract Terms: Faculty Framework NHS/SoEPS/18.412

Contract Date: 21 December 2022 to 31 March 2023

**1. Contract Summary Information**

Provision of assessors for the NHS Graduate Management Training Scheme (GMTS) for the September 2023 scheme intake. Assessors will work closely with the GMTS operational team and broader assessor team to deliver the sessions in half day increments (morning and afternoon sessions running daily throughout the contract delivery period and allocated as per availability provided). Assessors will:

1. REDACTED
2. REDACTED
3. REDACTED
4. REDACTED

*Named Faculty Assessors:* REDACTED

*Mobilisation Requirement:* REDACTED

Named assessors may, if required due to extenuating circumstances, flex internally between booked sessions, to ensure full coverage for all confirmed delivery dates for *Votive Leadership Consultancy Ltd*. Any changes to booked sessions must be notified to the GMTS team.

Please note, some of the requirements may shift throughout the contract period, dependent on e.g. participant numbers and drop outs. This may require faculty to step in at a short notice and to work flexibly across the delivery dates and total contract price outlined.

**2. Contract Pricing Detail**

The work will take place within the total contract price and activities outlined below. Where full mobilisation is required, this is payable at the mobilisation rate bid, up to 0.5 days per faculty member. Where the mobilisation refresher is required, this is an unpaid requirement of circa 1-2 hours.

|  |  |  |  |
| --- | --- | --- | --- |
| **ITEM** | **DAYS** | **RATE** | **TOTAL** |
|  | | | |
| **TOTAL** |  |  | **£5,295.00** |
| **PER HALF DAY VAC SESSION COST, PER FACULTY MEMBER** | | |  |

*Notes on Contract Price:*

1. *All costings exclude VAT at the prevailing rate, where applicable.*
2. *Expenses are not payable under this specification; all delivery will be virtual.*
3. *A ‘Call-Off’ Purchase Order will be created, which will enable a ‘draw down’ of VAC costs as the contract progresses, against actual volumes delivered.*
4. *Delivery of the Assessment Centre’s is dependent on the final number of candidates at each session. Faculty should therefore anticipate some flexibility due to the volume of candidates and sessions being run, and where some alterations could reasonably be anticipated due to scale, volume, and complexity.*
5. *Where booked dates require alteration, these may be flexed within the internal faculty team provided by the supplier. Please notify the GMTS operation team in the event of changes. Faculty should strive to cover all allocated dates as a contractual commitment unless there are extenuating circumstances.*
6. *Where overall delivery volumes reduce, delivery can be invoiced in line with actual costs, at the per half day VAC session cost, set out above.*