

Altogether Better
South West Yorkshire Partnerships NHS Foundation Trust
Fieldhead Block 6
Ouchthorpe Lane
Wakefield
WF1 3SP

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

FAO: [REDACTED]

7 February 2022

Contract Award Notice – Specification Reference NHSLA.EOE.346

Thank you for your application, received 25 January 2022 (and revised pricing, received 2 February 2022), for the provision of NHSLA.EOE.346 East of England Primary Care Leadership Development Programme.

1. We are pleased to confirm that your application has been successful, and you have been awarded a contract for: NHSLA.EOE.346 East of England Primary Care Leadership Development Programme.
2. The award criteria for this contract were detailed in the Specification document shared via email on 11 January 2022, and subsequently reshared with clarification on 20 January 2022.
3. For your application, the qualitative element was scored at 74/80, and the pricing scored at 9.4/20. The overall score you obtained against the award criteria was 83.4 out of a maximum of 100.
4. The contract is awarded based on the costings and day rates submitted in your response, up to a total price of £45,000 (excluding VAT), covering all programme design and delivery costs. Please see **Appendix A Contract Detail** for a full breakdown. Travel and accommodation expenses are not payable separately under this specification.
5. The contract period for this specification is 9 February 2022 to 31 March 2023.
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.EOE.346 and your associated bidder response. Please confirm acceptance to Faculty@leadershipacademy.nhs.uk by return.
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 Trust Development Authority**, as part of NHS England and NHS Improvement:

Signed for and on behalf of **Altogether Better (South West Yorkshire Partnerships NHS FT)**:

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.EOE.346 East of England Primary Care Leadership Development Programme.

APPENDIX A: CONTRACT DETAIL

Altogether Better (SWYP NHSFT)

NHSLA.EOE.346

Contract Terms: Faculty Framework NHS/SoEPS/18.412

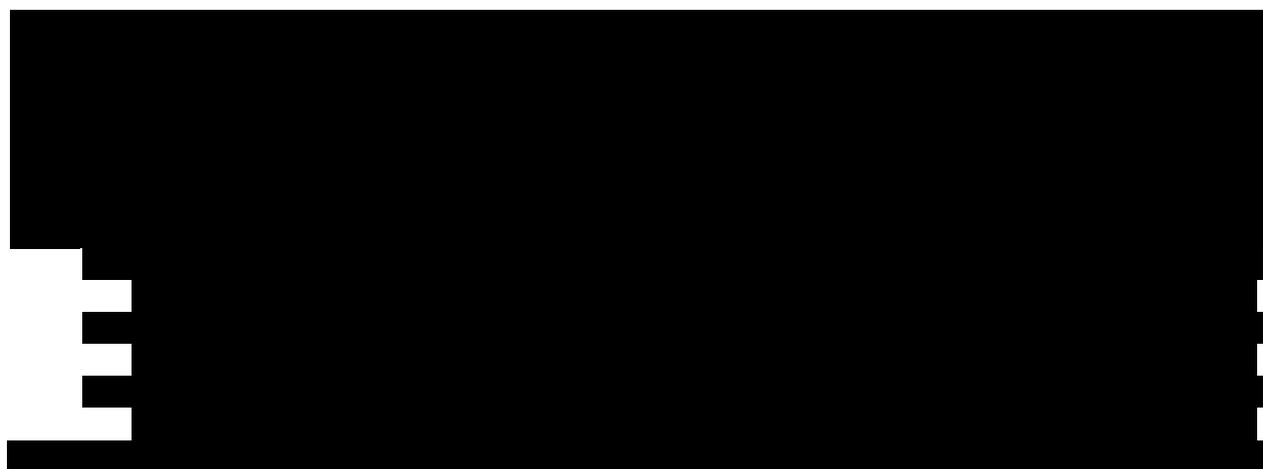
Contract Date: 9 February 2022 to 31 March 2023

1. Summary Programme Information

Provision of a Primary Care Leadership Development Programme, delivered via a series of virtual workshops. This programme will support current and aspiring leaders from diverse roles across the health systems in the East of England region, enhancing participants' ability to step forward and behave and lead differently from whatever role they are in, including understanding the new context of care and developing the ability to work collaboratively and compassionately with others. It will enhance personal effectiveness and capacity to make a difference locally. The key objectives of the programme are to:

- Develop and enhance leadership skills and strategic thinking
- Extend participants' understanding of how to engage others to deliver change
- Understand the principles of systems change and how to apply these to local challenges
- Enhance and develop participants' personal network of healthcare leaders and decision makers in Primary care

The programme is delivered over a series of 5 [REDACTED] virtual workshops, with up to 25 participants per cohort. The programme structure also includes virtual Support Surgeries and Reflection Sessions, as well as the provision of a participant toolkit. The supplier will be responsible for the following elements of delivery under this contract, covered within the bid pricing elements:



Specific deliverables under this contract, and covering the detail above, are:

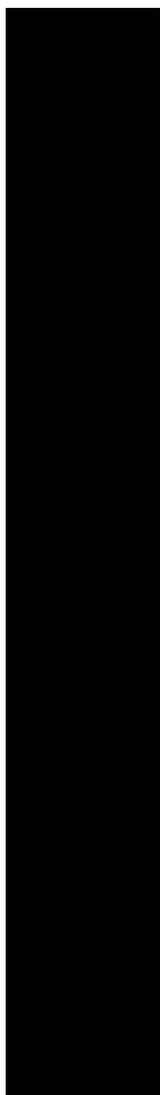
ITEM (FINANCIAL YEAR)	ACTIVITY
1. Design and Development (FY 2021/22)	1a) Initiation meeting with Programme Lead 1b) Design refresh, modification and re-development of existing structure, content and materials, ensuring East of England specific content is included, and adapted for recent learning/current context 1c) Provision of resources, materials and participant support tools
2. Intake 2 Delivery (FY 2021/22)	Delivery of Intake 2 workshops, surgeries and learning sessions to 25 participants per cohort, 50 participants total (Cohorts 3 and 4)
3. Intake 3 Delivery (FY 2022/23)	Delivery of Intake 3 workshops, surgeries and learning sessions to 25 participants per cohort, 50 participants total (Cohorts 5 and 6)

Delivery of Intake 2 (Cohorts 3 and 4) will take place over a period of 3 months from February 2022, in line with the programme delivery schedule set out within the specification. Delivery of Intake 3 (Cohorts 5 and 6) will not take place before 1 April 2022, with delivery of this element being contingent on successful delivery of Intake 2 (Cohorts 3 and 4), the confirmation of 2022/23 budgets and priorities, and demand from the local system for further cohorts of the programme.

The delivery of Intake 3 (Cohorts 5 and 6) will be confirmed after 1 April 2022, and where approved, is drawn down at the costs outlined in Section 2 below – ‘Contract Pricing Detail’.

2. Contract Pricing Detail

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



Additional Notes:

1. *All prices above exclude VAT at the prevailing rate, where applicable.*
2. *Expenses are not payable under this specification.*
3. *Item 1 is a fixed project initiation cost, at a total price of [REDACTED] (excluding VAT).*
4. *Item 2 covers delivery of Intake 2 (Cohorts 3 and 4) in Financial Year 2021/22, with an equivalent per cohort cost of [REDACTED]. In the event that only one cohort is delivered, billing can take place in line with actual delivery volumes, at a rate of [REDACTED] (excluding VAT) per full cohort delivery.*
5. *Item 3 covers delivery of Intake 3 (Cohorts 5 and 6) in Financial Year 2022/23, with an equivalent per cohort cost of [REDACTED]. In the event that only one cohort is delivered, billing can take place in line with actual delivery volumes, at a rate of [REDACTED] (excluding VAT) per full cohort delivery. Delivery of Item 3 is dependent on 2022/23 business planning, budget confirmation, and local system demand. Delivery of item 3 will be confirmed by the East of England team, after 1 April 2022.*
6. *A Purchase Order for this work will be raised for delivery of Items 1 and 2 in the first instance, for delivery in 2021/22 financial year. At such time as Item 3 is confirmed for delivery, following collaboration and agreement of supplier Altogether Better and the East of England LLL team, a further Purchase Order will be generated covering the delivery of Item 3 in 2022/23 financial year.*
7. *Contract split (excluding VAT) over financial years = [REDACTED] (2021/22) and [REDACTED] (2022/23)*