

Curious Sky Ltd
St Matthew's House,
Quays Office Park,
Conference Avenue,
Portishead,
Bristol, BS20 7LZ.

FAO:

MLCSU Personalised Healthcare Commissioning Business Lead

Reference: Personalised Healthcare Commissioning (PHC) Strategy Development – Stakeholder Engagement

1. Background:

Midlands and Lancashire Commissioning Support Unit (MLCSU) Primary Healthcare Commissioning (PHC) service seek to update their service strategy in line with national and corporate Commissioning Support Unit (CSU) objectives.

2. Our understanding of your requirements

The MLCSU PHC leadership team are looking to appoint senior consultancy support to lead and undertake the engagement of key internal and external stakeholders in order to obtain better understanding of future strategic service opportunities and options as input to an exercise to refresh the PHC service strategy.

[REDACTED]

3. Proposed Approach

To provide the quality and completeness of engagement for this work, we propose an [REDACTED]
[REDACTED]

A more detailed assessment of the allocation of time for this work is presented below, although this will be continuously reviewed and confirmed with you during scheduled fortnightly progress update calls:

	[REDACTED]
1. Strategic Stakeholder Engagement	
1.1 - Stakeholder Engagement Planning	
Confirm stakeholder list	[REDACTED]
Develop semi structured interview template	
Stakeholder engagement planning	
1.2 - Stakeholder Interviews	
Complete interviews with confirmed stakeholders	[REDACTED]
1.3 - Draft and Finalise Report	
Draft and submit report for SLT comments	
Amend report based on SLT comments	
Submit final report	
1.4 Fortnightly Reporting	
Fortnightly status review with SLT	

4. Assumptions and Clarifications Required

We have made the following assumptions when developing this proposal:

- PHC senior leadership team will ensure this work is prioritised within the teams and resources to work with our team to complete the work to the schedule you have requested
- Requests for information to the teams will be responded to within 3 working days
- The PHC team will provide access to a senior administrator to assist in the process of diarising stakeholder interviews and any associated logistical arrangements
- The PHC senior leadership team will nominate a senior individual to be our principle contact on a day to day basis to maintain alignment and communications during the assignment. A formal fortnightly meeting will be scheduled to review progress against the assignment plan and work together to resolve issues as they arise.
- The PHC team will provide a SharePoint site to enable data sharing and consolidation for this work
- The PHC team will provide access to a suitable working location(s) and business support as required for this work

5. Our Fees

Based on our discussions of your requirements, we have proposed [REDACTED] as your service transformation expert for this work as he has the skills and experience required to deliver the support you require.

We offer a fixed price for completion of the work detailed above. A breakdown of our fees is provided in the table below:

Description	Total Charges (excl. VAT)
MLCSU PHC Strategy Development – Stakeholder Engagement	£14,520

Notes:

1: VAT is excluded from the charges above and will be charged at the prevailing rate

Additional areas of support identified through this work can be discussed and agreed through a contract amendment, any additional support agreed would be charged at [REDACTED]

6. Our Team

We have proposed [REDACTED] for this work based on his experience of undertaking numerous service transformation programmes over the last 12 years as a [REDACTED]

[REDACTED]

[REDACTED]

7. Commercials

- All work will be invoiced monthly in arrears.
- [REDACTED]
- Supplier details as follows:
 - Company Name: Curious Sky Ltd
 - Registered Address: St Matthew's House, Quays Office Park, Conference Avenue, Portishead, Bristol, BS20 7LZ.
 - Company Number: 11603278
 - VAT Registration Number: 308 1622 28

[REDACTED]

This is a fixed fee for the work outlined above but can be renegotiated if additional resources are required. To accept this proposal and initiate the project please complete and return Appendix 1 below to [REDACTED]

Best Regards,

[REDACTED]

[REDACTED] Curious Sky Ltd

[REDACTED]

Appendix 1 Agreement Acceptance & Billing Information

[Redacted]

[Redacted]

[Redacted] [Redacted] [Redacted] [Redacted]

[Redacted]

[Redacted]

On behalf of **Midlands and Lancashire CSU:**

We/I hereby accept the attached Curious Sky Ltd proposal (**PHC Strategy Development – Stakeholder Engagement dated 7th June 2022**) and Terms and Conditions:

Name: [Redacted]
Signature: [Redacted]
Job Title: [Redacted]

Date: 13 June 2022

Customer Billing Information:

Customer address (sold to address):

NHS Midlands and Lancashire CSU
Personalised Healthcare Commissioning
Jubilee House
Lancashire Business Park
Leyland
Lancashire PR26 6TR

Billing Address (where invoice is sent to):

☐ Same as customer address

NHS Midlands and Lancashire CSU
0CX Payables M385
Phoenix House
Topcliffe Lane
Wakefield
West Yorkshire WF3 1WE

Client procurement contact details (to obtain Purchase Order and/or confirm billing address):

Name: [Redacted]
E-mail address: [Redacted]

Contact number: email preferred

PO applicable: Y ☒ N ☐ **PO number:**will be advised as soon as possible