

NHS Leadership Academy

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

Rook Tree Business Solutions Ltd



FAO: 

26 January 2022

Contract Award Notice – Specification Reference NHSLA.EOE.345

Thank you for your application, received 17 January 2022, for the provision of NHSLA.EOE.345 1:1 Support: Leading for System Change Programme.

1. We are pleased to confirm that your application has been successful, and you have been awarded a contract for: NHSLA.EOE.345 1:1 Support: Leading for System Change Programme.
2. The award criteria for this contract were detailed in the Specification document shared via email on 20 December 2021, and subsequently reshared with clarification on 11 January 2022.
3. For your application, the qualitative element was scored at 65/70, and the pricing scored at 29/30. The overall score you obtained against the award criteria for your bid was 94 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 £47,700 (excluding VAT), covering full project delivery. 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 1 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.345 and your associated bidder response. Please confirm your 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 **Rook Tree Business Solutions 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.EOE.345 1:1 Support: Leading for System Change Programme.

APPENDIX A: CONTRACT DETAIL

Rook Tree Business Solutions Ltd
NHSLA.EOE.345

Contract Terms: Faculty Framework NHS/SoEPS/18.412

Contract Date: 1 February 2022 to 31 March 2023

1. Summary Programme Information

Provision of participant 1:1 support service, including the following contract deliverables:

1. Initiation meeting and introduction with East of England Programme Lead
2. Preparation and planning (project management of all deliverables, including regular reporting of progress and highlighting risks/issues to the Programme Lead as relevant)
3. Delivery of up to 240 sessions of 1:1 support (1 hour per session)

The supplier is required to confirm attendance and delivery of sessions to the East of England team. When a participant completes the programme of 6 individual sessions, they will undertake a Leadership Academy evaluation of their experience, with this element being supported by the East of England team.

The final number of required sessions may reduce, and therefore this contract includes a draw-down of up to a maximum of 240 sessions under Item 3, to be delivered at a cost of [REDACTED] (excluding VAT) per 1-hour session.

Delivery will take place over a period of 6-9 months, in line with the programme delivery schedule, with an expectation that this work will begin in February 2022 and run to December 2022. However, in view of ongoing and winter pressures, three (3) additional months have been provided within the contract duration, to account for any unforeseen delays to the delivery of this work.

The East of England team note that there is a requirement for participants to engage in the offer, agreed by the local systems leaders. It should be noted however that a degree of flexibility is needed in terms of scheduling sessions. In the event of, for example, significant personal / service pressures, there may be times when sessions require rescheduling at short notice. There is an ambition to give 48 hours notice for rescheduling, however given the nature of the work and participant roles, this may not always be possible. The East of England team will work with participants to support in the event of significant rescheduling requirements.

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. Items 1 and 2 are [REDACTED]
4. Item 3 will be drawn down at a rate of [REDACTED]

