

Rook Tree Business Solutions Ltd




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

FAO 

6 June 2022

Contract Award Notice – Specification Reference NHSLA.NAT.360

Thank you for your application, received 8 May 2022, for the provision of Rosalind Franklin Programme: Open and Commissioned Programme Delivery.

1. We are pleased to confirm that your application has been successful, and you have been awarded a contract for: *Rosalind Franklin Programme: Open and Commissioned Programme Delivery*.
2. The award criteria for this contract were detailed in the Specification document originally shared via email on 28 April 2022, and subsequently shared with clarification on 9 May 2022.
3. For your application, the qualitative element across the technical questions was scored at 90/90 and the pricing element scored at 8.9/10. The overall score you obtained against the award criteria for your bid was 98.9 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 **£101,000.00** (excluding VAT) covering  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 8 June 2022 to 1 October 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.360 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 **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.NAT.360 "Rosalind Franklin Programme: Open and Commissioned Programme Delivery":

APPENDIX A: CONTRACT DETAIL

Rook Tree Business Solutions Ltd
NHSLA.NAT.360

Contract Terms: Faculty Framework NHS/SoEPS/18.412

Contract Date: 8 June 2022 to 1 October 2023

1. Summary Programme Information

| ITEM | DELIVERABLE |
|--|---|
| 1. Mobilisation | Attendance at up to 2 days of programme mobilisation and on-boarding, in June 2022, prior to the commencement of delivery of 2022/23 cohorts. Additional 0.5 days mobilisation allocated and held for attendance in early 2023 (tbc). Attendance by [REDACTED] over 2.5 days. [REDACTED] is not required to attend mobilisation. |
| 2. Programme Delivery <i>Named Faculty:</i> [REDACTED] | Delivery of the <i>NHS Leadership Academy Rosalind Franklin Programme</i> across models: <ol style="list-style-type: none">1. 'Open Programme' – delivery of workshops, impact groups, online modular content / discussion, assignment marking and moderation2. 'Commissioned Programme' – with additional content (2 workshops) specifically tailored in partnership with Local Leadership Academies and/or commissioners of bespoke cohorts, to meet the needs of particular commissioned groups Working in teams of 3 faculty, you will deliver cohorts across these models, over [REDACTED] across a 9-month period (per cohort), to cohorts of up to 48 participants, across large and small group work, facilitated online discussion groups, and submitted assignments. Cohorts 31 to 60 (up to max 30 cohorts) are to be drawn down under this contract. |

2. Contract Pricing Detail

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

| ITEM | DAYS | DAY RATE | TOTAL |
|------------|------|----------|-------------|
| [REDACTED] | | | |
| TOTAL | | | £101,000.00 |

Additional Notes:

1. All prices above exclude VAT at the prevailing rate, where applicable.

2. *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.*
3. *Expenses are not payable under this specification for cohorts 31 to 45. Where subsequent cohorts are arranged for in person delivery, expenses may be payable, and will be confirmed in advance by the programme team. If you are unsure, clarity re expenses should be sought, prior to costs being incurred*
4. *A purchase order will be raised for the TOTAL contract award value above, in the first instance.*
5. *Additional cohorts may be drawn down under this contract award, following the process set out within the evaluation method (Specification page 7). Where subsequent cohorts are approved and allocated, these will be covered by this contract award, at the rate of [REDACTED] by 1 x faculty member (excluding VAT). New purchase orders will be generated for each subsequent (additional) cohort allocated, including capacity for expenses, if required.*