



Department of Health

DH Procurement Services
Skipton House
80 London Road
London
SE1 6LH

4 September 2015

David Cundy,
The Social Care Institute for Excellence
First floor, Kinnaird House
1 Pall Mall East
London SW1Y 5BP

Invitation to Tender for: SOCIAL WORK QUALIFICATION VERIFICATION
BMS Reference Number: 59953

Dear Sir

Thank you for tendering for the above contract. The Authority has now completed its evaluation (of all the Tenders received) and writes to inform you that you have been successful.

This letter and the documents listed below form the binding contract between yourselves and the Authority.

- (i) This Agreement Letter;
- (ii) The Invitation to Tender 59953 for Social work qualification verification dated 13 August 2015 (with any enclosures);
- (iii) Your Tender response dated 28 August 2015;
- (iv) The Authority's response to clarification against the tender documentation (attached as Appendix A); and

It is agreed that:

1. The Contract effected by the signing of this Agreement Letter constitutes the entire Agreement between the Parties relating to the subject matter of the Contract and supersedes all prior negotiations, representations or understandings whether written or oral.
2. In this Agreement words and expressions shall have either the same meanings as are assigned to them herein or in Condition 1 of the Terms and Conditions of Contract, as appropriate.
3. The Contractor shall provide the goods and services in accordance with the Contract.
4. The Parties shall be entitled to such rights and be subject to such obligations as are imposed by the Contract.
5. The period of the Contract will commence on **21 September 2015** and terminate on **29 September 2017**.

6. The **Firm Price** for the Contract is **£46,182.25**, exclusive of Value Added Tax.
7. Suppliers must be in possession of a written Purchase Order (PO), before commencing any work under this contract. The PO number must be quoted on all invoices.

The Contractor should sign, scan and return this Agreement Letter to acknowledge the formation of the contract using the Business Management System (BMS) messaging facility.

On receipt of a signed copy, the Authority will arrange to add its signature and return the Agreement Letter for your file.

Please contact Keith Wright (E: Keith.E.Wright@dh.gsi.gov.uk T: 0113-254-5699)

on receipt of this Agreement Letter to organise the commencement of the work.

It is important to note that the Agreement Letter (and by implication the Contract) must be signed unaltered in any way. Any amendment without the prior written approval of the Authority will render the document void.

The Authority looks forward to working with you and your team.

For the Contractor

Signed:	
Full Name:	
Position:	e.g. Partner/ Director
Date:	

For: the Secretary of State for Health

Signed:	
Full Name:	
Position:	
Date:	

Appendix A: Tender clarifications questions and response

The clarification questions (against the tender documentation) received by the Authority with responses it provided is summarised in the table below:

REF	QUESTION	RESPONSE
1	Please supply -as a list - the column headers of the legacy database to confirm the information that is captured	DH is unable to give bidders the specific details of the database as requested but ask bidders to assume that the database will not have anything over and above what would be expected of a normal database system of this nature i.e. bidders should expect to see some of the following headings: <ul style="list-style-type: none"> · name and address for the students who passed the qualifications, · qualification gained; · where they studied for the qualification; and · some demographic information (probably age and gender). Some of these data may have changed (e.g. change of name, address, etc.) which is why in the ITT DH have said that suppliers will need to check with requesters where it is not clear from the request.
2	Please confirm the contract value for each year of the contract.	15/16 £23.5K (INC vat) 16/17 £47K (INC vat) 17/18 23.5K (INC vat)
3	What information/documentation can the supplier request from the applicant to verify their claim?	The Authority would leave this up to bidders to suggest as part of bidders proposal on ensuring the quality assurance and security.
4	Please confirm the number of datasets and their size	See response to Q1.
	Is it possible to see a sample of the data where the qualification records are currently held? This would assist us in assessing the viability of responding. I understand that if you are able to provide a sample you may not wish to include all details.	See response to Q1.