Belfast Health and Social Care Trust

**Contracts Department**
2nd Floor Administration Building
Knockbracken Healthcare Park
Saintfield Road
BELFAST
BT8 8BH

**Tel:** 028 950 46341

[insert Provider Contact Name]
[insert Provider Contact Job Title]
[insert Provider Address line 1]
[insert Provider Address line 2]
[insert Provider Address line 3]
[insert Postcode]

By email to: [insert Provider Contact Email Address]

[insert date]

Dear Mr/ Ms/ Mrs [insert Provider Contact Surname],

**Contract Title:** **Expression of Interest for Provision of Dementia Care Home Placements - DE Stratified Model**

Further to your submission regarding the provision of care for the services noted above, can I thank you for your application, which was received and considered by the Trust.

I am pleased to inform you that the Trust would like to accept your submission for XXXX placements in [insert name of care home] being available for Trust referral from [insert date]. This service will operate in line with the service specification for block booked dementia care home placements (DE Stratified Provider Model) under the existing terms and conditions of the Regional Residential and Nursing Home contract.

Attached is a Contract Addendum, consisting of the Service Specification issued as part of the Expression of Interest, along with a Contract Variation whereby you are accepting this addendum is appended to your existing contract with the Trust.

If acceptable, please complete the enclosed Contract Variation and **ensure it is signed by an appropriate senior responsible officer from your organisation.** Please return via the email address listed below **on or before [insert date].**

Please note for these beds will be paid via Abacus along with our other commissioned beds in your home.

Should you have any queries, please contact the Trust's Contracts Department in the first instance (contact details below). Thank you for your continued commitment in providing services to the Belfast Trust.

Yours sincerely,

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Enc.

# CONTRACT ADDENDUM