



# Foreign, Commonwealth & Development Office



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File Ref: PO10042

Date: 3 November 2021

Contract Amendment No: 1

**CONTRACT FOR:** Alpha and Beta development of the Growth Gateway – an XHMG digital platform  
**CONTRACT NUMBER:** PO10042

1. With reference to the contract dated 30 October 2020, both Parties have in principle agreed to the following variations to the Contract:

## **Part A – Order Form**

### **Start Date**

DELETE: "The contract will start on 02 November and is valid for 12 months"  
INSERT: "The contract will start on 02 November and is valid for 17 months"

### **End Date**

DELETE: "02 November 2021"  
INSERT: "31 March 2022"

### **Maximum Call-Off Contract Extension Period**

DELETE: "The contract will have a lifespan of up to one year and, at the point of contract award, does not include the facility to extend further. However, the contract value may be increased by up to a further 20% of the value of the financial limit at the time of award"  
INSERT: "The contract will have a lifespan of up to one year and includes extension options of up to a further 5 months. The contract value may be increased by up to a further 20% of the value of the financial limit at the time of award"

### **Principle Contact Details**

DELETE:  
INSERT:

### **Data protection Officers**

DELETE:  
INSERT:



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## Call-Off Contract Value

DELETE: "£1,243,116"  
INSERT: "£1,491,368"

## Call-Off Contract Charges

DELETE: Call-Off Contract Charges table  
INSERT: Revised Call-Off Contract Charges table, as follows:

## Schedule 1 – Requirements

### Schedule 1.1 – Headline Requirements

DELETE: Paragraphs 1.1.1 to 1.1.7  
INSERT: *"1.1.1 The supplier will provide multidisciplinary digital capabilities to delivery alpha and where applicable, beta for the growth gateway digital services for the buyer  
1.1.2 The Growth Gateway consists of 4 potential digital services that will bring together relevant trade and investment guidance information for UK and African businesses looking to trade with the UK or Africa and/or invest in developing markets. This contract covers scope for:  
A. A digital service on GOV.UK for the Ade persona (an African business looking to export to the UK), taking them through advice content, an interactive support wizard to qualify their needs, ending with handover to the in person team to pick-up  
B. Digital content (subject to FCDO/DIT content approval) pages on GOV.UK to support the Phil persona (a UK business looking to export to Africa)  
C. Identifying potential guidance and content sources to support the Sarah (UK investor) and Ama (African business looking for support to expand regionally or internationally) personas  
1.1.3 The alpha phase will re-validate findings & hypothesis from discovery, testing a series of concepts with users to ensure features and content meet identified user needs through prototype iteration.  
1.1.4 The buyer and supplier will agree a series of assumptions, features and content to test during alpha for the identified user group, Ade in this contract  
1.1.5 The beta phase for a digital service will be determined as an output of alpha and will be dependent on success at an alpha assessment. The beta phase will consist of private beta to assessment for progressing into public beta for Ade in this contract n.b. this contract does not cover operations or content maintenance of the live service  
1.1.6 The supplier will deliver the work using agile methodologies and in-collaboration with buyer teams, utilising agile ceremonies to manage dependencies and in-flight delivery.  
1.1.7 Specific requirements will be included in a Statement of Work for each phase as agreed between the buyer and supplier."*

## Schedule 3.1 – SOW Details

### Release Completion Date

DELETE: "02 November 2021"  
INSERT: "31 March 2022"

## Schedule 3.2 – Key Staff

**Table of Key Staff**

DELETE:  
INSERT:

2. These amendments relate to the extension of the contractual end date and financial limit to allow for contractual scope to be finalised
3. Please confirm in writing by signing and returning one copy of this letter, within **15 working days** of the date of signature on behalf of FCDO that you accept the variations set out herein.
4. The Contract, including any previous variation, shall remain effective and unaltered except as amended by this letter.
5. Words and expressions in this letter shall have the meanings given to them in the Contract.

Signed by an authorised signatory for and on behalf  
of the Secretary of State for Foreign, Commonwealth  
and Development Affairs

Name:  
  
Position:  
  
Signature:  
  
Date:

Signed by an authorised signatory for and on behalf of  
the Supplier

Name:  
  
Signature:  
Date:

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