

CHANGE CONTROL NOTICE (CCN)

Contract Title:	Contract for the Provision of the Civil Service People Survey(The Contract)		
Contract Reference:	CCZZ19A71-2-3-4	Contract Change Number:	CCN-005
Date CCN issued:		Date Change Effective from:	19/05/2023

Between: The **Cabinet Office** (The Customer) and **Qualtrics LLC** (The Supplier)

1. The Contract is varied as follows and such variation shall take effect from 19 May 2023:

1.1. The Term of the Contract shall be extended by 12 months (the “Extension Period”), such that the new Expiry Date shall be 18 May 2024;

1.2. The Customer’s Project Specification at Annex A to the Letter of Appointment shall be deleted and replaced with the updated Customer’s Project Specification at Annex A to this Change Control Notice;

1.3. The Supplier’s Proposal at Annex B to the Letter of Appointment shall be deleted and replaced with the updated Supplier’s Proposal at Annex B to this Change Control Notice;

1.4. The Invoice Schedules at Annex 1B to Schedule 6 (Contract Charges) to the Contract Terms shall be deleted and replaced with the updated Invoice Schedules at Annex C to this Change Control Notice.

1.5 The text and service credits table set out at clause 12.11 of the Contract Terms shall be deleted and replaced with the text and table of service credits set out at paragraph 12.1 of Annex A (Customer’s Project Specification) to this Change Control Notice; and

1.6 The following definition shall be inserted at the appropriate place in paragraph 1.6 of Schedule 1 to the Contract Terms:

“Price” means the total fixed price payable by the Customer for the period commencing 19 May 2023 until 18 May 2024, excluding all service credits and any other deduction which is paid or payable to the Customer under this Contract.

2. Words and expressions in this Change Control Notice shall have the meanings given to them in the Contract.

3. The Contract, including any previous Contract changes, authorised in writing by both Parties, shall remain effective and unaltered except as amended by this Change Control Notice.

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Change authorised to proceed by: (Customer's representative):		
BOTH REDACTED UNDER FOIA SECTION 40, PERSONAL INFORMATION		30th June 2023
Signature	Print Name and Job Title	Date
Authorised for and on behalf of the Supplier:		
BOTH REDACTED UNDER FOIA SECTION 40, PERSONAL INFORMATION		30th June 2023
Signature	Print Name and Job Title	Date
Authorised for and on behalf of the Customer:		
BOTH REDACTED UNDER FOIA SECTION 40, PERSONAL INFORMATION		30th June 2023
Signature	Print Name and Job Title	Date

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