

Schedule 4 - Contract Change Notice (CCN)

Order Form reference for the Call-Off Contract being varied: CCN01/RD1001982

BETWEEN:

Department for Education ("the Buyer")

and

Cadence Innova ("the Supplier")

1. The Call-Off Contract is varied as follows and shall take effect on the date signed by both Parties:

Guidance Note: Insert full details of the change including:

Reason for the change:

It is necessary to extend the existing scope of the user research requirement to include an additional user group. User research activity is now required that will focus on parents based in rural areas in addition to the existing user groups. This is required to provide enhanced research findings.

Full Details of the proposed change;

Additional user research activity to focus on parents based in rural areas. Research to be conducted with parents from geographic area spanning 30 miles radius of Bristol (excluding Bristol City Council).

Research to be conducted by gathering perspectives through interviews with parents belonging to the three following categories:

- Attending secondary school which is part of a MAT
- Attending primary school which is part of a MAT
- Eldest child about to go to secondary school, Parents considering / non-rejectors of MATs and Academies

The work will consist of

- Liaising with the recruitment agency
- Prepare new screeners
- Prepare the user research interview guides,
- Book and conduct the research with six participants between 11th and 15th of March
- Analyse findings
- Complete the interviews write up,
- Connect findings with the rest of the research,
- Adjust the digital solution recommendation accordingly.

- Project manage the various elements of this additional research piece

All deliverables and milestones specified in the original order form (ref RD1001982) remain unchanged by this amendment.

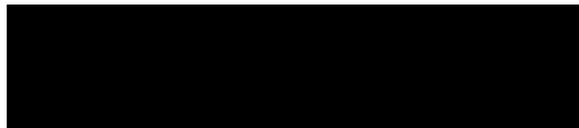
Likely impact, if any, of the change on other aspects of the Call-Off Contract:

Total costs for the additional research are £7,020 (inc VAT). This means total cost of work as detailed in Part A (Order form) will increase from £79,824 (inc VAT) to £86,844 (inc VAT)

2. Words and expressions in this Contract Change Notice shall have the meanings given to them in the Call-Off Contract.
3. The Call-Off Contract, including any previous changes shall remain effective and unaltered except as amended by this change.

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

Signature:



Date:

11/03/2019

Name:



Address:

Department for Education, Sanctuary Buildings, 20 Great Smith Street, London SW1P 3BT

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

Signature:



Date:

[Click here to enter a date.](#)

Name:



Address:

Cadence Innova Ltd
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