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| **CHANGE CONTROL NOTICE (CCN)** |
| **Contract Title:** | Contract for the Provision of Buyer and Supplier Information Service (The Contract) |
| **Contract Reference:** | CCIT23A22 | **Contract Change Number:** | **1** |
| **Date CCN issued:** | 22 May 2023 | **Date Change Effective from:** | 22 May 2023 |
| **Between**: The **Crown Commercial Services** (The Customer) and **NQC Limited (**The Supplier)**The Contract is varied as follows:**1. The following improvements to the Contract have been agreed by the Buyer and Supplier:
	1. The Changes to the Works package involve moving to a consecutive sprint development and delivery cycle (two-week cycle) and include:
		1. The Buyer will agree the content of each Sprint with the supplier;
		2. Which supports the immediate and long-term Buyer project roadmap requirements;
		3. And aligns to the dedicated supplier delivery team resource profile;
		4. And the available working days within each two-week (10 day) sprint period.
		5. Final details of sprint content will be formally confirmed to the supplier, ahead of sprint commencement;
		6. Allowing the supplier to submit a Statement of Work (SOW) to the Buyer, which will detail the estimated development and testing days and costs associated with delivery of the sprint.
		7. An additional 10% commercial coverage will be added to the total of each SOW, to allow contingency of initial sprint estimation.
		8. A Buyer Purchase Order will be raised for the sprint and submitted to the supplier.
		9. The supplier will invoice for the sprint, upon completion and acceptance of the sprint by the Buyer. Details of the final and actual development and testing days and costs associated with delivery of the sprint will be provided by the supplier at the point of invoice.
		10. Payment of invoices will be made by the Buyer within a period of 30 days, from the date of invoice.
		11. If required, the supplier will be able to part-invoice for sprint work, in agreement with the Buyer.
		12. The initial (five) sprints will be invoiced by the supplier upon the sprint (development) end date. The total estimated sprint amount (minus contingency) will be invoiced by the supplier. Reconciliation of the final and actual sprint commercials will take place between the Buyer and the supplier, upon completion and Buyer acceptance of the five sprints. Payment of invoices will be made by the Buyer within a period of 30 days, from the date of invoice.
		13. The ongoing sprint process will support staggered development and testing phases, to maximise on supplier resources and aid project delivery timelines.
		14. If required, periodic (sprint) development breaks will be agreed between the Buyer and the supplier, with the dedicated supplier resources assigned to wider project requirements and priorities.
		15. The Buyer has the option to request an increase to dedicated supplier resources throughout the contract period, with a 4-6 week notice period being required by the supplier, to meet Buyer requirements.
		16. If Required, NQC will provide hosting for all current and future development environments.
		17. **REDACTED TEXT under FOIA Section 43 Commercial Interests**.
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2. There will be no change to the Total Contract Value or Contract Term.
3. Words and expressions in this Change Control Notice shall have the meanings given to them in the Contract.
4. 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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|  **REDACTED TEXT under FOIA Section 40, Personal Information****REDACTED TEXT under FOIA Section 40, Personal Information****REDACTED TEXT under FOIA Section 40, Personal Information**Change authorised to proceed by: (Customer’s representative):   Signature Print Name and Job Title Date |
| **REDACTED TEXT under FOIA Section 40, Personal Information****REDACTED TEXT under FOIA Section 40, Personal Information****REDACTED TEXT under FOIA Section 40, Personal Information**Authorised for and on behalf of the Supplier: Signature Print Name and Job Title Date |
| **REDACTED TEXT under FOIA Section 40, Personal Information****REDACTED TEXT under FOIA Section 40, Personal Information****REDACTED TEXT under FOIA Section 40, Personal Information**Authorised for and on behalf of the Customer: Signature Print Name and Job Title Date |