

**G-Cloud 11 and Call off Contract Change Request (CR)/ Variation for new
Core Systems Programme – Integration – Business Analyst (Supplier)**

Contact Details	
This variation is between:	<p>The Secretary of State for the Department for Education ("DfE" "the Buyer")</p> <p>And</p> <p>Cappgemini (No: 00943935) whose registered office is situated at 1 Forge End, Woking, Surrey, GU21 6DB ("Supplier")</p>
Contract name:	<i>Core Systems Programme – Integration – Business Analyst</i>
Details of Proposed Variation	
Variation initiated by:	REDACTED
Variation number:	CCN01
Date variation is raised:	25/06/2020
Proposed variation	<p>The Supplier and the Buyer entered into a Call off Contract for the provision of resources under G-Cloud 11 framework Agreement, the Effective Date of which was 1st March 2020 and the Expiry Date of which was 30th of June 2020. Both Parties now agreed to extend the Order Form and the Call off Contract for further 6 month, the new Expiry Date under the Order Form shall now be 31st of December 2020.</p> <p>Further, under this Variation, the Parties have agreed to extend a Business Analyst resource. The Buyer has requested the Supplier to vary the Call Off Contract and the Order Form in accordance with the Variation clause (32) under the Call Off Contract.</p> <p>The scope of the activities to be performed by the Supplier Staff shall be as defined under Annex A of this Variation. The Supplier will extend the provision of a Business Analyst resource from 3rd July 2020 to 2nd October 2020 as requested by the Buyer.</p>
Reason for the variation:	Utilising option to extend contract for 6 months.
An Impact Assessment shall be provided within:	N/A
Impact of Variation	
Likely impact of the proposed variation:	N/A
Outcome of Variation	
Contract variation:	<p>The Supplier and the Buyer entered into a Call off Contract for the provision of resources under G-Cloud 11 framework Agreement, the Effective Date of which was 1st March 2020 and the Expiry Date of which was 30th of June 2020. Both Parties now agreed to extend the Order Form and the Call off Contract for further 6 month, the new Expiry</p>

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	<p>Date under the Order Form shall now be 31st of December 2020.</p> <p>Further, under this Variation, the Parties have agreed to extend a Business Analyst resource. The Buyer has requested the Supplier to vary the Call Off Contract and the Order Form in accordance with the Variation clause (32) under the Call Off Contract.</p> <p>The scope of the activities to be performed by the Supplier Staff shall be as defined under Annex A of this Variation,</p> <p>The details of proposed change under this Variations are:</p> <ol style="list-style-type: none"> 1. The Supplier will extend the provision of a Business Analyst resource from 3rd July 2020 to 2nd October 2020 as requested by the Buyer. <p>Call off Contract and Work Order</p> <p>Charges:</p> <p>The following changes will apply to the Call Off Contract and the Order Form via this Variation:</p> <p>The “Total Contract Value” under the Work Order will be amended as follows; The current Total Contract Value is £294,365 exclusive of VAT and expenses The increase in Total Contract Value via this Variation is £55,055 exclusive of VAT and expenses Therefore, the Total Contract Value shall be £349,420 exclusive of VAT and expenses</p> <p>The scope of Services, the content of the “Schedule 1 Services” under the Order Form, shall be replaced in its entirety with the following:</p> <p><u>Business Analyst:</u></p> <p>Engagement: Full time</p> <p>Main Responsibilities: Continuing contribution to the Commercial systems solution design(s) and associated design activities as directed by DfE, including the following:</p>
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	<ul style="list-style-type: none"> • Supporting the Commercial strand with BA expertise, solution options and technical roadmaps for implementation. • Taking a prominent role in securing approval, assurance for the DPS design at the appropriate governance boards • Collaborating with other colleagues on the programme to enable that their deliverables can be integrated appropriately – integration is a key component so helping co-ordinate designs across the programme is important. • Steering the project team to deliver the azure data solution for the automation of data reporting. • Supporting the Head of Commercial Intelligence in developing and implementing the DPS and Azure solution. <p>Business Requirements</p> <p>The Supplier’s business analyst will require some knowledge transfer from an experienced Buyer resource to allow them to fully understand the required formal Buyer deliverables and paperwork. It is assumed that the Buyer will provide access to a suitable resource in a timely manner.</p> <p>All stakeholders will undertake any tasks assigned to them in a timely manner so as not to cause delay to any dependent activities.</p> <p>Resources</p> <p>Services will initially be delivered remotely due to the COVID-19 pandemic. When it is possible again to work in DfE offices, the services will be delivered from the Buyers Sheffield / Manchester locations and remote working options will be discussed during work. The Buyer will be responsible for providing desk space and access to suitable IT facilities at no cost to the Supplier.</p> <p>The work may involve visits to other Buyer sites for meetings and discussions related to the work. Where such visits are required the Buyer shall provide access to, and use of, office facilities at those sites at no cost to the Supplier.</p> <p>Environments</p>
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	The Buyer will provide access to, and shall support, all environments (including but not limited to hardware and software) for the project, including backup and recovery activities	
Financial variation:	Original Actual Committed Contract Value:	£294,365
	Additional cost due to variation:	£55,055
	New Committed Contract value:	£349,420

ANNEX A

Key Dates			
<u>Business Analyst</u>			
Ref	Target Deliverable Date	Deliverable Description	Acceptance Criteria
1	02 Oct 2020	<ul style="list-style-type: none"> • Support the production of the standard Jaggaer technical requirements templates for a DPS for DfE Commercial. <p>(This will require a reasonable level of technical support from the Jaggaer systems provider)</p> <ul style="list-style-type: none"> • PM the delivery of the DPS development on the current Jaggaer platform working with delivery teams and the systems provider <p>N.B. It is intended that this deliverable is solely to support the replacement of the current DPS business function carried out on the legacy Redimo</p>	<p>Jaggaer technical templates have been produced.</p> <p>Evidence that a project plan is produced which includes key milestones and is regularly maintained along with weekly reports which include, progress status against key deliverables, a key risks and issues log and the status of actions to resolve them.</p>
2	02 Oct 2020	<ul style="list-style-type: none"> • PM support for the Commercial Data Hub 	<p>Support the production of a requirements document</p> <p>Evidence that a project plan is produced which includes</p>

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		<ul style="list-style-type: none"> Steering a team to deliver an Azure solution. 	<p>key milestones and is maintained regularly along with weekly reports which include, progress status against key deliverables, a key risks and issues log and the status of actions to resolve them</p>
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Buyer Responsibilities

In addition to the Buyer’s Responsibilities listed in the Order Form, the Call Off Contract the following additional Buyer Responsibility will be added to this Variation:

- The Buyer to provide full access to an appropriate Jaggaer systems provider designer no later than 10th July 2020
- The Buyer shall approve the Deliverables and accept in a timely manner
- If the Buyer does not meet its responsibilities the Supplier shall be given relief in meeting the Deliverables in Annex A and the Suppliers resources will be deemed to complete the Deliverables above.

Project Management

The Supplier will not be providing any project or assignment management effort. The work will be entirely managed by the Buyer and the Supplier Staff will work under direction and control of the Buyer.

Labour and Expenses

Time & Materials

REDACTED

This is a Capped Time & Materials basis with payment linked to deliverables. Deliverables not completed within the fixed number of days will be completed at the supplier’s own cost, subject to Buyer meeting its responsibilities under the Order Form and within this Variation.

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Expenses

Expenses will be recharged to the Buyer at cost. Expenses will only start being incurred once working from DfE offices is required. Expenses will be invoiced following the month in which they are incurred.

Term

CR Commencement Date	30 th June 2020
CR Expiry Date	31 st December 2020

GCloud Service Provider Sign Off

Additional comments

Response Prepared by	REDACTED
Position	Client Director
Signature	
Date Submitted to the Customer	25 th June 2020

Part 3 Buyer authority for the Work Order Start Date

Buyer must advise Supplier that they wish to proceed with the CR proposed by signing this CR.

Part 4 Ordering Additional Services

This is a CR for the existing Work Order under G-Cloud 11 Call of Contract which was agreed and signed by the Parties on 1st March 2020, this CR shall expire on its expiry date unless otherwise the Parties agree to extend it further as permitted under the G-Cloud 11 Framework and Call of Contract.

Details of likely impact, if any, of proposed change on other aspects of the Contract

Correction of application support scope and associated charges only.

IT IS AGREED as follows:

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1. With effect from 30th June 2020 the Contract shall be amended as set out above.

Signed for and on behalf of the Supplier REDACTED

By

Name

Title

Date

Signed for and on behalf of the Buyer REDACTED

By

Name

Title

Date