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| **CHANGE CONTROL NOTICE (CCN)** |
| **Contract Title:** | Contract for the Provision of GCF Learning Management System (The Contract) |
| **Contract Reference:** | CCSO19A50 | **Contract Change Number:** | **03** |
| **Date CCN issued:** |  | **Date Change Effective from:** | 01/09/2020 |
| **Between**: The **Government Commercial Function** (The Customer) and **Think Associates Limited** (The Supplier)1. The Contract is varied as follows:
	1. The Value of this Modification to an existing contract is a total of £22,750.00 exc VAT. This is made up of the following costs
		1. Technical Set up Costs – REDACTED TEXT
		2. Integration with dial-in telephone – REDACTED TEXT
		3. Ongoing Cost of REDACTED TEXT per annum for one year and during the potential extension period
	2. The initial Contract Value was £250,000.00 exc VAT
	3. The total required modification is below 10% of the initial Contract Value.
	4. The Contract Variation is to enable expanding the use of the Learning Management Cloud Software system provided under the Contract.
	5. The Contract Variation is to include the BigBlueButton virtual platform and all associated costs.
	6. This modification is permitted as per PCR 2015 regulation 72 (1)(f)
		1. “Contracts and framework agreements may be modified without a new procurement procedure in accordance with this Part in any of the following cases:— (f) where paragraph (5) applies.”
	7. Paragraph 5 is as follows
		1. “(5) This paragraph applies where the value of the modification is below both of the following values:— (a) the relevant threshold mentioned in regulation 5, and 70 (b) 10% of the initial contract value for service and supply contracts and 15% of the initial contract value for works contracts, provided that the modification does not alter the overall nature of the contract or framework agreement.”
	8. The modification required meets all these tests as it is below 10% of the initial contract value for the service provided. Furthermore this is not altering the nature of the Contract which is the provision of a Learning Management Cloud Software System.
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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| Name and Job title | Signature | Date |
| REDACTED TEXT | REDACTED TEXT | REDACTED TEXT |

Change authorised to proceed by: (Customer’s representative):  |
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| Name and Job title | Signature | Date |
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Authorised for and on behalf of the Supplier: |
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| Name and Job title | Signature | Date |
| REDACTED TEXT | REDACTED TEXT | REDACTED TEXT |

Authorised for and on behalf of the Customer: |