

CONTRACT CHANGE NOTE (CCN)

CR NO.: CQC DD 005	OVER-ARCHING CONTRACT TITLE: Secure Digital Publisher SAAS Licence and Development	COMMENCEMENT DATE OF CCN : 01/04/2017
PROJECT: Secure Digital Publisher SAAS Licence and Development	TYPE OF CHANGE: Extension as provisioned within over-arching agreement	EXPIRY DATE OF CCN: 31/03/2018

DETAILED DESCRIPTION OF CONTRACT CHANGE AND DETAILS OF ANY RELATED CONTRACT CHANGES:

The current Contract for the provision of '**Secure Digital Publisher SAAS Licence and Development**' includes the provision to extend the over-arching Agreement by a period of up to 12 months. The Customer is seeking to enforce this extension for the period of 12 months with a continuation of the existing Service Requirements stipulated within the over-arching Contract.

The extension will cover the provision of:

1. **The Secure Digital Publisher SAAS Licence-** the requirements relating to the provision of the SAAS Licence are split into four parts; Parts a-d. Full details of the Service to be provided can be located within section 1.2.3.2 of the Order Form within the over-arching Contract. The licence provision and associated SAAS Licence requirements will run for the entirety of the extension provision (1st April 2017- 31st March 2018).
2. **Call-off Development Requirements at zero commitment-** the requirements relating to the provision of Call-off Development services can be located within section 1.2.3.2 of the Order Form within the over-arching Contract. The Customer will have the provision to call-off Development services for the entirety of the extension provision (1st April 2017- 31st March 2018) and the volume-based discounted rates will apply with volumes-used-to-date continuing from Year 1 of the over-arching Agreement.

Please see over-arching Contract for full details of the Service Requirements. This Contract Change Note is subject to the Terms and Conditions of the over-arching Agreement.

The Customer reserves the right to request the provision of an Exit Plan from the Supplier prior to the Expiry Date; the content of which will be subject to agreement between both Parties.

KEY MILESTONE DATE(S):

SaaS Licence Requirement Milestones

Implementation Milestone	Anticipated Completion Date
1. Completion and review of services delivered under Part (a) detailed within Section 1.3.2.3 of the Order Form contained within the over-arching Contract and subsequent payment by the Customer if satisfied Milestone complete.	31/06/2017 (and the last day of Each quarter thereafter until Expiry Date- 31/03/2018)
2. Completion and review of services delivered under Part (b) detailed within Section 1.3.2.3 of the Order Form contained within the over-arching Contract and subsequent payment by the Customer if satisfied Milestone complete.	31/06/2017 (and the last day of Each quarter thereafter until Expiry Date- 31/03/2018)
3. Completion and review of services delivered under Part (c) detailed within Section 1.3.2.3 of the Order Form contained within the over-arching Contract and subsequent payment by the Customer if satisfied Milestone complete.	31/06/2017 (and the last day of Each quarter thereafter until Expiry Date- 31/03/2018).
4. Completion and review of services delivered under Part (d) detailed within Section 1.3.2.3 of the Order Form contained within the over-arching Contract and subsequent payment by the Customer if satisfied Milestone complete.	31/06/2017 (and the last day of Each quarter thereafter) until Expiry Date- 31/03/2018).

Development Requirement Milestones:

Milestone	Anticipated Completion Date
1. Review of days called-off Monthly and subsequent payment by the Customer if satisfied Milestone complete.	Last day of each month until Expiry Date *31/03/2018)
2. Review of total days worked throughout Contract life-cycle and the Supplier to credit any discounted rates due to the Customer.	Expiry Date (31/03/2018)

PROPOSED ADJUSTMENT TO THE CHARGES RESULTING FROM THE CONTRACT CHANGE:

There are no proposed changes to the price of the over-arching Contract and the requirements for invoicing will remain as per the over-arching Contract.

1. Payment for the Secure Digital Publisher SAAS Licence: Over a period of 12 months the charges are expected to be £179,760 (ex VAT) relating to the successful provision of parts a-d detailed within the over-arching Contract. Payment will be made quarterly in arrears for the Licence requirement.
2. Payment for the Development requirement is based on the following day rates to be deployed on a call-off basis with volumes continuing from year one of the over-arching Agreement:

Discounted Volume Bands for Development Days Worked (1 day equals standard 9am-5pm)	Day Rate ex VAT (£)

Payment will be made Monthly in arrears for the development requirement.

DETAILS OF PROPOSED ONE-OFF ADDITIONAL CHARGES AND MEANS FOR DETERMINING THESE (E.G. FIXED PRICE OR COST-PLUS BASIS):

N/A

<p>SIGNED ON BEHALF OF THE CUSTOMER:</p> <p>Signature: [REDACTED]</p> <p>Name: [REDACTED]</p> <p>Position: [REDACTED]</p> <p>Date: [REDACTED]</p>	<p>SIGNED ON BEHALF OF THE CONTRACTOR:</p> <p>Signature: [REDACTED]</p> <p>Name: [REDACTED]</p> <p>Position: [REDACTED]</p> <p>Date: [REDACTED]</p>
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