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| **CHANGE CONTROL NOTICE (CCN)** |
| **Contract Title:** | Automation Solution for Logging Correspondence and FOI cases (The Contract) |
| **Contract Reference:** | CCSO21A18 | **Contract Change Number:** | **2** |
| **Date CCN issued:** | 5th September 2023 | **Date Change Effective from:** | 17th August 2023 |
| **Between**: **His Majesty’s Treasury** (The Buyer) and **Ceox Services Ltd** (The Supplier)1. The Contract is varied as follows:
	1. The original contract included an option to extend by Twelve (12) months. The Contracting Authority have requested that the full Twelve (12) months are used to extend the original contract.
	2. The original contract end date of 17th August 2023 is being extended to 16th August 2024.
	3. The original contract value of **REDACTED TEXT under FOIA Section 43 Commercial Interests** has increased by **REDACTED TEXT under FOIA Section 43 Commercial Interests** to £204,684.50 excluding VAT.
	4. The reason for the variation is below:
		1. Following the successful introduction of the RPA tool, the Authority is extending the project further to now include an automated process which logs correspondence cases transferred to HMT from other government departments (OGD’s) directly into the case management system (eCase).
		2. Transfer-In cases are slightly more difficult as they usually contain attachments with the main information/context of the request, which at present the RPA is unable to identify so they are handled manually by the workflow team in CIRT.
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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| Change authorised to proceed by: (Buyer’s representative): REDACTED TEXT under FOIA Section 40, Personal Information 28/09/2023REDACTED TEXT under FOIA Section 40, Personal Information   Signature Print Name and Job Title Date |
| 06/10/23REDACTED TEXT under FOIA Section 40, Personal InformationREDACTED TEXT under FOIA Section 40, Personal InformationAuthorised for and on behalf of the Supplier: Signature Print Name and Job Title Date |
| REDACTED TEXT under FOIA Section 40, Personal InformationREDACTED TEXT under FOIA Section 40, Personal Information 19/10/2023Authorised for and on behalf of the Buyer: Signature Print Name and Job Title Date |