

CHANGE CONTROL

This document is a Change Control according to the definitions contained within the provisions of the Specialist Service Provider contract dated **23rd September 2020** between **Bloom Procurement Services Ltd** and **Deloitte LLP** where stated herein, all the clauses and conditions specified in the said contracts are included herein by reference and form part of this Change Control.

Where a written request for an amendment is received from the Authority, the Neutral Vendor shall, unless otherwise agreed, submit two copies of a Change Control Note (as described in the table below) signed by the Neutral Vendor to the Authority within three weeks of the date of the request.

Title of the Change	Project_6060 Contract_14490 CCN1 - NEPRO3 - Digital and Data Roadmaps for Lot 1 Commercial Functions
Originator and date of request/recommendation for the Change	REDACTED TEXT under FOIA Section 40, Personal Information
Reason for the Change	Date extension/increase in total contract value
Full details of the Change, including any specifications	Continuation of service - Additional professional services identified Refer to Appendix 1 for full details
Price, if any, of the Change	£70,000.00
Purchase Order Number	37070037644
Timetable for implementation, together with any proposals for acceptance of the Change	Effective between 17/05/2024 and 28/06/2024
Payment schedule, if appropriate	9 - Project_6060 - CCN1 (PO 37070037644) Submission - Additional PO Line created - £70,000.00 - 28/06/2024

<p>Details of the likely impact, if any, of the Change on other aspects of this Agreement or the Work Order including:</p> <p>(a) The timetable of provision of the change;</p> <p>(b) The personnel to be provided;</p> <p>(c) The Charges;</p>	<p>(a) Effective between 17/05/2024 and 28/06/2024</p> <p>(b) As per work order</p> <p>(c) £70,000.00</p> <p>(d) Not applicable</p> <p>(e) Not applicable</p> <p>(f) As per work order</p> <p>(g) Not applicable</p>
<p>(d) The Documentation to be provided;</p> <p>(e) The training to be provided;</p> <p>(f) Working arrangements;</p> <p>(g) Other contractual issues</p>	
<p>Date of expiry of the overarching Project</p>	<p>28/06/2024</p>

Appendix 1

Background and strategic context

The Government Commercial Function requires an up to date set of global design principles for Source to Contract processes to inform ongoing continuous improvement, digital and data developments and functional convergence.

- The Functional Convergence Programme is a joint programme across the Finance, CSHR, Grants Management and Commercial Functions to update and evolve the existing Global Design Artefacts into a single integrated reference model. This will inform future functional transformation and implementation of the Government Shared Services Strategy.
- Within this, the Government Commercial Function owns the Source-to-Contract (S2C) processes and a set of S2C Global Design Principles were published on gov.uk in 2021. These principles have been adopted across Government. • The principles are now at the point of review with a view to updating, to keep pace with commercial policy changes such as Transforming Public Procurement.
- This document sets out Deloitte proposed approach to conduct a rapid refresh of the S2C Global Design Principles, testing these with a key stakeholders and enabling an up-to-date version to be ready for use across the function.
- The benefits of updating the process principles at this point are:
 - A refreshed set of core, best practice principles that inform how Source to Contract processes should be run
 - at a global level across the function

- Outputs inform inter-dependencies with Finance processes for consideration as part of wider Functional Convergence and implementation of Govt Shared Services Strategy. For example, the outputs will inform how spending against contracts is tracked and managed.
- Outputs inform the specification of future commercial digital and data requirements and link with the strategy and roadmap for this
- Outputs integrate and align with other core, published GCF strategy, standards and continuous improvement guidance

Service Requirement

The scope of support required by GCF is a rapid refresh of the existing S2C document, testing with key stakeholders and readiness for upload of key processes to the Cabinet Office's process repository tool, NOVA

In order to refresh the existing S2C best practice process design principles, GCF requires support to:

1. Confirm the correct, overarching process taxonomy and scope of the S2C principles, as illustrated in the adjacent diagram;
2. Review existing published document and identify areas requiring update, reflecting: – Requirements of Transforming Public Procurement – Other recent updates in Procurement Policy and best practice guidance – Developments in the use of digital and data enablers for commercial processes;
3. Draft an update S2C document to reflect relevant updates required;
4. Engage with the Contract Management Capability Programme to scope out whether additional detail on Contract Management would be beneficial;
5. Engage key departmental stakeholders as identified by GCF to validate and build engagement and buy-in to the refreshed principles; and
6. Finalise outputs and prepare for upload of global processes to NOVA process repository tool
7. Set out a clear hierarchy of standards and guidance documents to enable future updates and management and ensure these stay aligned.

Scope of the refreshed Source to Contract principles

Document hierarchy	Current S2C publication	Required updates: Proposed approach to create refreshed version
Overarching level	Strategic Design Principles Overarching principles for all S2C processes – setting out the strategic purpose and design intent	<ul style="list-style-type: none"> Refresh overarching principles where necessary to reflect recent updates and latest strategic direction for GCF
	Process Taxonomy Overarching diagram showing the in-scope Level 0 and Level 1 processes for ‘Define – Procure – Manage’	<ul style="list-style-type: none"> Update taxonomy to address recent developments Engage with Contract Management Capability Programme to determine whether additional ‘Manage’ Level 1 and Level 2 processes should be added to the taxonomy
Supporting levels	Process Design Principles The core content of the document, containing best practice features and principles for each Level 1 process	<ul style="list-style-type: none"> Updated best practice principles for each Level 1 process to reflect latest policy and practice updates
	Process Metrics A summary set of suggested metrics that can be utilised by Departments to check the efficiency and effectiveness of their processes. In the current document, these are described as indicative metrics intended as a guide only.	<ul style="list-style-type: none"> Cross-check current set of metrics with other developments in GCF metrics and dashboard reporting. Determine applicability of retaining this section – or cross-referring to GCF dashboard and CCIAF Refresh where applicable and remove any potential duplication with GCF Dashboard and CCIAF Consider how digital systems can automatically capture such metrics and factor this into the Digital and Data roadmap
	Process Maps A set of high-level maps, originally created in MS Visio to illustrate the expected process flows for each process Level 1 and / or 2	<ul style="list-style-type: none"> It is assumed that process maps are out of scope of this exercise as we understand that GCF intend to house all process maps in a new process repository called NOVA. Confirm whether process map diagrams should be removed from S2C principles document

Out of scope:

- The S2C principles are not intended to duplicate other GCF published policy, standards or guidance (e.g. PPNs, CCIAF, GovS 008, Procurement Act 2023 and associated guidance). Rather, the principles will be focused on global design and best practice features of S2C processes. Where applicable, we will cross-refer to other published guidance.
- The S2C principles will not cover overarching strategy /policy of a commercial function or enabling practice; they will focus on the core lifecycle processes of ‘Define – Procure – Manage’.
- The S2C principles will be focused on overarching common features of global processes and will not attempt to map out an exhaustive set of possible process variations and scenarios.
- The work will not include MS Visio detailed process maps, as GCF plans to use the NOVA tool for this.

Signature Area

Organisation Name:

Bloom

Role/Title:

REDACTED TEXT under FOIA Section 40, Personal Information

Name:

REDACTED TEXT under FOIA Section 40, Personal Information

Signature:

REDACTED TEXT under FOIA Section 40, Personal Information

Organisation Name:

Deloitte LLP

Role/Title:

REDACTED TEXT under FOIA Section 40, Personal Information.

Name:

REDACTED TEXT under FOIA Section 40, Personal Information

Signature: