



Department
for Environment
Food & Rural Affairs

CONTRACT CHANGE NOTE 001

Contract Change Note Number	CCN001
Contract Reference Number and Title	APHA's Stock Management and Sales Order Processing System 2021
Variation Title	Consent to Novate / Contract Extension in Accordance with Express Contract Provision.
Number of Pages	7

Whereas

- (A) Capita Business Services Ltd (the “**Original Provider**”) and the Authority entered into a contract for the provision of APHA's Stock Management and Sales Order Processing System 2021 (contract reference 1800-07-21-AW), with a commencement date of 1 October 2021 (the “**Original Contract**”);
- (B) the Original Provider transferred the Integra business and associated services, including the Original Contract, to the Original Provider’s sister company, Capita IB Solutions Limited (registered number 13593644) (“**Capita IB**”) on 1 November 2021 (the “**Novation Effective Date**”).
- (C) Capita IB was acquired by AdvancedAdvT Limited (“**Advanced**”) on 1 August 2023 and subsequently changed its company name to Integrated Business Software and Solutions Limited (“**IBSSL**”) on 28 September 2023 (the “**Acquisition Date**”).
- (D) As a result, the parties now wish to record the acquisition of IBSSL (formerly trading as Capita IB) by Advanced, the Authority’s consent to the preceding transfer of obligations from the Original Provider to Capita IB, and to exercise the option in accordance with the extension provisions in Section B – Term the Original Contract, to extend the Original Contract until 30 September 2024.

The Authority and IBSSL together as the “**Parties**”.

It is agreed as follows:

Change Requestor / Originator	
Summary of Change	<p>1. <u>Novation & Change of Name</u></p> <p>1.1 The Authority, with effect from the Novation Effective Date, provides consent so that:</p>

- a) the Original Provider transfers all its rights and obligations under the Original Contract to Capita IB;
- b) Capita IB shall enjoy all the rights and benefits of the Original Provider under the Original Contract;
- c) Capita IB agrees to observe and perform the Original Contract and be bound by its terms in every way as if Capita IB were the original party to the Original Contract in place of the Original Provider;
- d) the Authority agrees to observe and perform the Original Contract and be bound by its terms in every way as if Capita IB were the original party to the Original Contract in place of the Original Provider; and
- e) all references to the Original Provider in the Original Contract shall be read and construed as references Capita IB.

2. Liability

2.1 With effect from the Novation Effective Date, the Authority releases the Original Provider from all future obligations to the other under or in connection with the Original Contract.

2.2 The Authority releases and discharges the Original Provider from all claims and demands under or in connection with the Original Contract, including without limitation claims for negligence, to the extent permitted by law, whether arising before, on or after the Effective Date, and in each case whether known or unknown to the releasing party.

2.3 The Authority and Capita IB shall have the right to enforce the Original Contract and pursue any claims and demands under the Original Contract against the other with respect to matters arising before, on or after the Novation Effective Date as though Capita IB were the original party to



	<p>the Original Contract instead of the Original Provider.</p> <p>3. <u>Change of Name</u></p> <p>3.1 Change of Name With effect from the Acquisition Date, all references to Capita IB in the Original Contract shall be read and construed as references IBSSL.</p> <p>4. <u>Extension</u></p> <p>4.1 The Original Contract is set to expire on 30 September 2023. The Parties now wish to extend the term of the Original Contract.</p> <p>4.2 In accordance with the express extension option contained in the Original Contract, the Parties agree to extend the Original Contract from the 1 October 2023 to 30 September 2024, with effect from 1 October 2023 (the “Extension Date”).</p> <p>4.3 In the event that the extension option in the Original Contract is invoked from 1st October 2024 the Authority shall provide IBSSL 30 days advance notice in writing to that effect.</p>
Reason for Change	<ul style="list-style-type: none">- To capture the express consent given for the Original Provider’s novation to Capita IB.- To record the acquisition of Capita IB by Advanced and the subsequent change of name.- To exercise the 12-month extension option expressly provided for in the Original Contract, from the Extension Date as there remains a requirement for the services to be provided under the Original Contract for accounting requirements.- To clarify the notice period to invoke an extension option under the Original Contract.



Revised Contract Price	Original Contract Value	
	Novation: In-house Transfer of contract (Supplier Internal Reorganisation) Name Change: Acquisition of Capita Integrated Business Solutions by AdvancedAdvT as a trading business. Subsequent change of registered company name	
	Contract Extension Cost	
	New Contract Value	

[Redacted]

Revised Payment Schedule	Yes – See ‘APHA Novation Letter’
Revised Specification (see Annex A)	N/A
Revised Contract Period	1 October 2023 – 30 September 2024
Change in Contract Manager(s)	[Redacted]
Other Changes	N/A

1. Save as herein amended all other terms and conditions of the Original Contract shall remain in full force and effect.

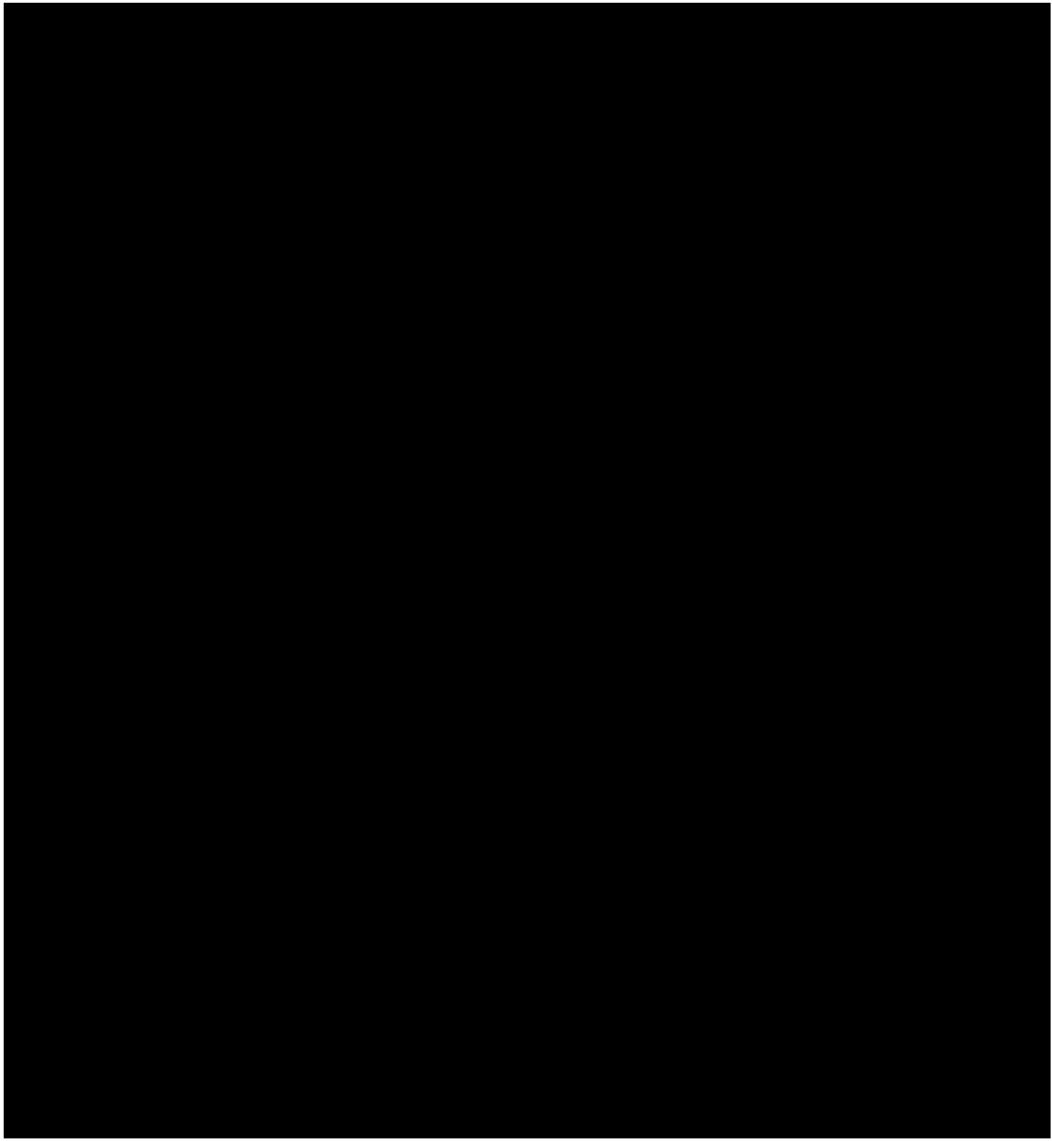
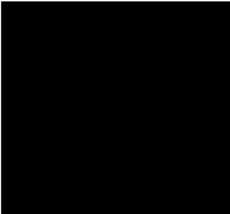
Signed for and on behalf of Integrated Business Software and Solutions Limited (formerly trading as Capita IB Solutions Limited) by:


[Redacted Signature]

Signed for and on behalf of the Authority by:

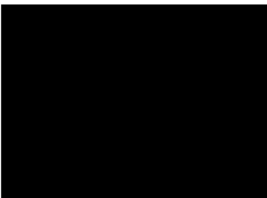
[Redacted Signature]

Appendix A:

Supplier Quote	
Signed Novation letter for in- house contract transfer with Original contracted Supplier (Capita Business Services Ltd to Capita IB)	

	<div>[Redacted]</div>
<p>Supplier (Capita IB) confirmation of acquisition by Advanced Advt Ltd</p>	<div><div>[Redacted]</div><p>I wanted to let you know that AdvancedAdvt completed its purchase of Capita Integrated Business Solutions from Capita today.</p><p>Since the sale was first announced in June, our team has been working hard to ensure a smooth transition for all of our customers and I am very pleased that you will be joining us on this next exciting chapter.</p><p>We couldn't be happier to have AdvancedAdvt as our owner going forward.</p><p>We will keep you up to date on our plans as we continue to provide you with the same high level of service you expect from us via the same client contacts.</p><p>Should you have any questions or concerns, please do not hesitate to get in touch.</p><p>Kind regards,</p><div>[Redacted]</div><p>Integrated Business Solutions</p><div><div> AdvancedAdvt</div><div>[Redacted]</div></div></div>

**Supplier
(Capita IB)
Confirmation
of Name
Change
(Integrated
Business
Software and
Solutions
Limited)**



Further to the sale of Capita IB Solutions Limited by Capita plc to Advanced AdvT Limited, which completed on 31st July 2023, we are pleased to announce that as from 28th September 2023, Capita IB Solutions Limited changed its name to Integrated Business Software and Solutions Limited.

The company details are as follows:-

Company Name: Integrated Business Software and Solutions Limited

Company Registration Number: 13293644

Registered address: 11 Buckingham Street, London, England, WC2N 6DF

Please also note the following:-

- The company's VAT number will change in due course and will appear on future invoices issued to you, once these details have been provided to us by HMRC.
- There are no changes to our banking details
- There are no changes to our email addresses by which you currently communicate with us.

Should you have any questions reading the above, then please do not hesitate to contact your Account Manager.

Kind Regards,



Integrated Business Software and Solutions Limited

