



Department  
for Work &  
Pensions



**[REDACTED]**

Senior Commercial Category Manager  
Employment Category  
Department for Work and Pensions  
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20 July 2020

Fedcap Employment Limited  
Suite 006 BIZ HUB  
Cleveland Business Centre  
Oak Street  
Middlesbrough  
TS1 2RQ

### **CHANGE AUTHORISATION LETTER: CV05.1**

Dear **[REDACTED]**

**Various contracts (as amended) between the (1) Secretary of State for Work and Pensions (the “Authority”) and (2) Fedcap Employment Limited (the “Contractor”) detailed at Schedule 1 (the “Contracts”).**

**Contract amendments that are needed to address the consequences of COVID-19, in accordance with Procurement Policy Notes (PPNs) 01/20, 02/20, and 04/20. Defined terms not defined in this letter have the same definition as in the Contract.**

### ***Background***

1. The Authority and the Contractor entered into a contractual modification with respect to the Contracts (“CV05”). CV05 permitted Contractors to use various IT applications (“IT Applications Non-Approved”) in the performance of the Contracts.
2. Due to the onset of the global pandemic Covid-19, face-to-face interactions were discouraged. The use of IT Applications Non-Approved was necessary to enable Contractors to use IT Applications to help them deliver the Services under the Contract, whilst minimising face-to-face contact.
3. The aim of this letter (“CV05.1”) is to extend the list of IT Applications Non-Approved that Contractors can use in the performance of the Contracts.

### **Modifications**

4. A list of all IT Applications Non-Approved that Contractors were permitted to use is set out in Schedule 1 of CV05. This list is to be deleted and replaced in full with the list set out in Schedule 2 of CV05.1.

### **Miscellaneous**

5. Other than the specific modification detailed above, the terms of the Contracts and CV05 remain in full force.
6. CV05.1 shall not constitute a waiver of any right or remedy of the Authority or the Contractor under the Contracts or CV05 arising before, during or after CV05.1.
7. If there is an inconsistency between any of the provisions of CV05.1 and the provisions of the Contracts or CV05, the provisions of CV05.1 shall prevail.
8. CV05.1 has retrospective effect from 17 April 2020

Please confirm your acceptance of CV05.1 by countersigning this letter and uploading a scanned copy to the Jaggaer (DWP e-portal) fileshare folder named

**[REDACTED]**

. Please return by 17:00 Monday 3 August 2020.

If you have any queries, please contact the team on  
[EMPLOYMENTCATEGORY.COVID19@DWP.GSI.GOV.UK](mailto:EMPLOYMENTCATEGORY.COVID19@DWP.GSI.GOV.UK)

Yours faithfully,

**[REDACTED]**

**[REDACTED]**

Senior Commercial Category Manager  
For and on behalf of the Authority

We hereby acknowledge receipt and accept the terms of CV05.1.

Signed: \_\_\_\_\_  
For and on behalf of the Contractor

Name:

Position:

Date:

### **Schedule 1: Contracts**

The following contracts are modified in accordance with CV04:

<b>Contract Type</b>	<b>Contract Reference</b>	<b>Contract Name/Description</b>	<b>Contract Start</b>
ESF2: Extended ESF 2014-20	ECM_7301	ESF 2014-2020 Enterprise M3	07/10/2019
ESF2: Extended ESF 2014-20	ECM_3419	ESF Leicestershire	19/10/2016
IPES: Intensive Personalised Employment Support	ECM_7707	Intensive Personalised Employment Support CPA4 - Southern	02/12/2019

**Key:**

ESF1: ESF Marches or ESF Enterprise M3

ESF2: Extended ESF 2014-20

IPES: Intensive Personalised Employment Support

**Schedule 2 - IT Applications Non-Approved**

- Facebook (private groups for approved customers to access);
- Online learning using Video Tile;
- Zoom;
- Skype;
- MS Teams;
- WhatsApp;
- Use of online web forms to allow pre population of initial assessments using Act on/Force24;
- Applying for jobs via digital channels for screen sharing using Act on/Force 24;
- Kapow - to issue job opportunities;
- Chat bot;
- Face time;
- Audio conferencing;
- Abintegro - a platform with employability content, training and videos to help job seekers prepare for work. Abintegro also benefits from a jobs board, assessments, IT training and health and wellbeing advice;
- Force 24 - a marketing automation platform to send emails and sms messages, survey customers with questionnaires and provide information using landing pages. Force 24 also tracks candidate engagement;
- Adobe Connect; and
- Google Hangouts;