

Appendix 1 Change Control Notice (CCN)

This notice is to be completed whenever there is a modification, addition or deletion from the original Individual Contract documentation. Failure to embed the change into the Individual Contract may cause contractual issues. This document is to be signed by an authorised representative of the Supplier and the Customer/Participating Authority.

Sequential Number: 002

Title: DDaT22270 – Microsoft license

Number of pages attached: 1

WHEREAS the Supplier and the Customer/Participating Authority entered into an Agreement for the supply of **Microsoft license – Quantity 600 users** dated 27/07/2022 (the “Original Individual Contract”) and now wish to amend the Original Individual Contract

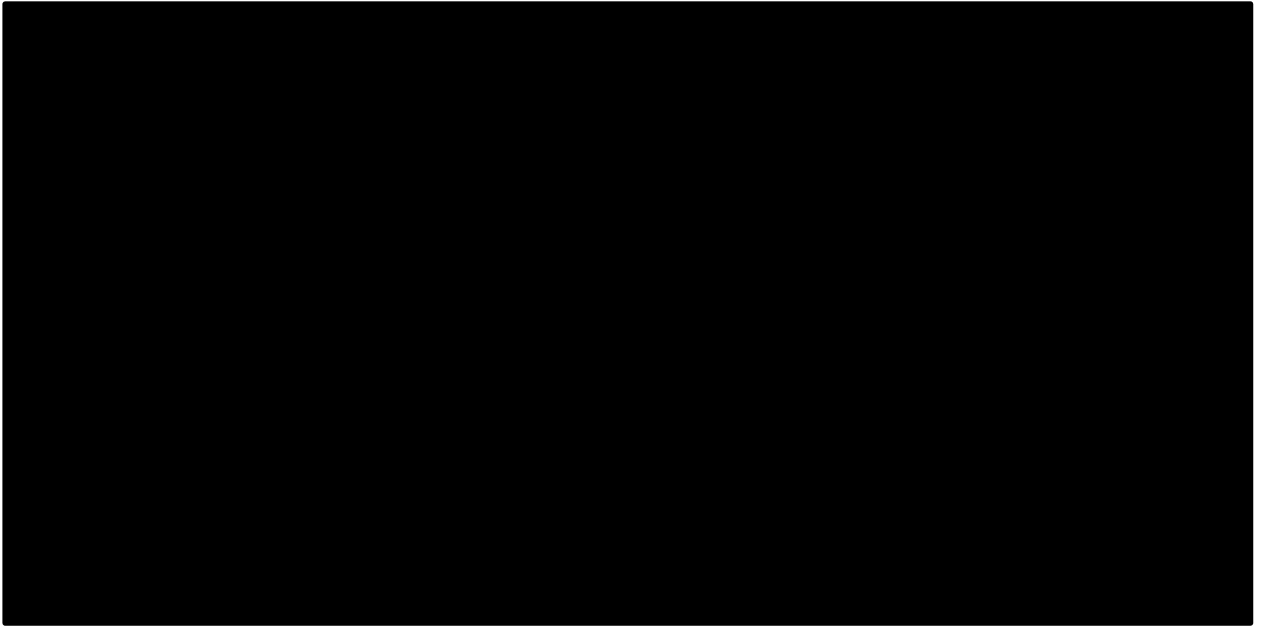
IT IS AGREED as follows:

- a. With effect from 07th May 2024 the Original Individual Contract shall be amended as set out in this Change Control Notice.
- b. All other terms and conditions of the Original Individual Contract shall remain in full force and effect.

Changes to the Individual Contract referred to in (1) above:

- Licenses have been increased from 625 users to 675 users at the cost of £4,711.50 excluding VAT [REDACTED]
- The contract duration/expiry date is also amended from 31st July 2025 to 2nd November 2025.
- For clarity, the current Contract value is £168,139.35 ex VAT, as amended with V001 and V002 respectively.
- [REDACTED]

Quote:



Signed for and on behalf of the Supplier

By
Name
Title
Date 09 / 0 5 / 2 0 2 4

Signed for and on behalf of the Customer

By
Name
Title
Date 09 / 0 5 / 2 0 2 4

