



CMC Prosci® Change Management Practitioner Certification Schedule 003

Client proposal and contract for



Business Services Authority



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Your CMC Prosci[®] Change Management Practitioner Certification Course

1. Introduction

CMC Partnership Global Ltd¹ ("CMC Global") is a Prosci, Inc² company delivering all of Prosci's change management training. CMC Global supports organisations to develop their own internal change management skills, capability and competencies.

CMC Global is pleased to be asked to support your organisation in developing and increasing their organisational change management competency and capacity.

NHS Business Services Authority (the "Client") has requested the **CMC Prosci[®] Change Management Practitioner Certification** training. Please see [CMC Global's website](#) for training overview and further information regarding course details.

2. CMC Global's Prosci[®] Training Team

CMC Global has a number of **Prosci[®] Certified Advanced Instructors** (PCAIs). Our Instructors have in excess of 15 years delivery experience as well as practical experience in change, programme and project delivery.

We will confirm the CMC Global Prosci[®] Certified Instructor(s) to deliver the training nearer to the course start date³.

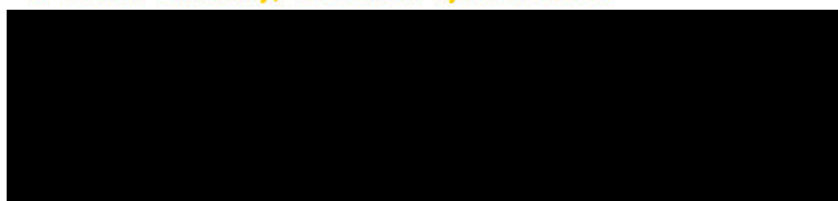
Other members of the CMC Global team will support our Prosci[®] Instructor(s) in the delivery of the course. This support includes:

- Co-ordination with the Client for the course pre-work distribution and return
- Liaison with your Course Organiser regarding administrative support to the course set-up
- Support to Instructor during the training course delivery, as CMC Global Training Manager and/or Producer

3. Course Delivery Details



4. Course Summary, Costs and Payment Terms



¹ And its wholly owned subsidiaries: CMC Partnership (Asia) Pte Ltd, CMC Partnership (Schweiz) GmbH, CMC Partnership Global SA (Pty) Limited or CMC Italy S.R.L as detailed in the Agreement.

² In April 2023, Prosci affiliates, CMC Partnership Global Ltd and Nexum, were acquired by Prosci, building on Prosci's momentum of expanding its global presence in recent years. See further details on our website <https://www.cmcpartnership.com>.

³ CMC Global reserves the right to replace the proposed Instructor(s) with other qualified personnel if required.

Final course numbers **must be confirmed no later than 30 days prior to the course start date (14 January 2024)** to allow CMC Global sufficient time to arrange for course set up. Following confirmation of final numbers, please note no reductions to the number of participants can be made and numbers may only be increased with prior agreement.

⁴ The provision of Prosci resources form a mandatory part of the Prosci training delivery. We provide the current set of resources provided by Prosci for the specified course which may be liable to change as updates are made. CMC Global reserves the right to amend the specification, format and materials of the course for the benefit of its clients without notice.

⁵ CMC Global reserves the right to amend pricing in future training proposals.

⁶ Minimum participant fee will apply. If course participant numbers increase, CMC Global will amend the delivery costs accordingly.

5. Ownership of Prosci® Copyright and Intellectual Property

6. Personal Data

- Full name, email address and organisation of each course participant must be supplied to CMC Global in advance of the course start date:
 - CMC Global use this data to administer the course and have an obligation to record and store these details. This information is transferred to the Prosci® US team.
 - Name and email address data will be used to set-up access to Prosci® resources hosted in the Prosci® Portal, where applicable.
- The Client is responsible for obtaining necessary consent from each participant with regards to personal data (full name, email, organisation and postal address (if applicable)).
- Personal data is protected and managed as detailed within [CMC Global's Privacy Policy](#).

7. Freedom of Information Statement

This proposal and contract is provided strictly **commercial in confidence** to your organisation in relation to your specific requirements. These documents contain sensitive information including but not limited to Intellectual Property owned by a third party, CMC Global's commercially sensitive delivery and pricing information which should not be released into the public domain.

Client Confirmation

[Redacted Client Confirmation]

The undersigned hereby accepts the above Proposal and Client Confirmation which is subject to the Terms and Conditions outlined in the Agreement (Ref: NHS Business Services Authority/Agreement/July2022) and shall upon signature form Schedule 003 thereto.

CMC Global Ref: C167/2023/UK

Signed for and on behalf of **NHS Business Services Authority**:

Signature: _____ Name: _____

Position: _____ Date: _____

Please return signed Schedule to CMC Partnership Global Ltd.