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| **CHANGE CONTROL NOTICE (CCN)** |
| **Contract Title:** | Contract for the Provision of First Aid Training Provider (The Contract) |
| **Contract Reference:** | CCZP22A05 | **Contract Change Number:** | **1** |
| **Date CCN issued:** | 23rd November 2023 | **Date Change Effective from:** | 8th January 2024 |
| **Between**: The **Crown Commercial Services** (The Buyer) and **Open Elms Ltd** (The Supplier)1. The Contract is varied as follows:
	1. The original procurement was to award to a supplier who could provide the Buyer with their own cloud based secure online portal/platform/Learning Management System (LMS) for employees to access with minimal personal data requirements.
	2. The contract was awarded to Open Elms Ltd.
	3. The existing contract between Crown Commercial Services and Open Elms Ltd for the provision of a First Aid Training Provider is due to expire 8th January 2024.
	4. There were two (2) options to extend in the original contract each for twelve (12) months.
	5. The customer wishes to utilise the first option to extend the contract for twelve (12) months. The new expiry date will be 8th January 2025.
	6. The contract is varied with an uplift of **REDACTED TEXT under FOIA Section 43 Commercial Interests** to the original value of **REDACTED TEXT under FOIA Section 43 Commercial Interests**. The New contract value is now £28,000.00
2. Words and expressions in this Change Control Notice shall have the meanings given to them in the Contract.
3. The Contract, including any previous Contract changes, authorised in writing by both Parties, shall remain effective and unaltered except as amended by this Change Control Notice.
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|  Change authorised to proceed by: (Buyer’s representative): REDACTED TEXT under FOIA Section 40, Personal InformationREDACTED TEXT under FOIA Section 40, Personal Information13/12/2023  Signature Print Name and Job Title Date |
| REDACTED TEXT under FOIA Section 40, Personal InformationREDACTED TEXT under FOIA Section 40, Personal Information18/01/2024Authorised for and on behalf of the Supplier: Signature Print Name and Job Title Date |
| 18.12.2023REDACTED TEXT under FOIA Section 40, Personal InformationREDACTED TEXT under FOIA Section 40, Personal Information Authorised for and on behalf of the Buyer: Signature Print Name and Job Title Date |