

Joint Schedule 2 (Variation Form)

This form is to be used in order to change a contract in accordance with Clause 24 (Changing the contract):

Contract Details	
This variation is between:	The Institute for Apprenticeships and Technical Education "the Buyer") And PDMS Professional Data Management Services Ltd ("the Supplier")
Contract name:	Occupational Maps - Development and Live ("the Contract")
SOW reference number:	██████████
Contract reference number:	IfATE 17618
Details of Proposed Variation	
Variation initiated by:	██
Variation number:	1
Date variation is raised:	██████████
Impact of Variation	
Likely impact of the proposed variation:	Extension of the contract would allow PDMS to continue to provide the hosting and managed service terms of reference agreements which would be managed via SOW-09

Outcome of Variation		
Contract variation:	This Contract detailed above is varied as follows: <ul style="list-style-type: none">Annex 1: Statement of works SOW-09	
Financial variation:	Original Contract Value:	£1,155,240 incl. VAT
	Additional cost due to variation:	£ £115,542 incl. VAT
	New Contract value:	£ 1,270,782 incl. VAT
[Timescale variation/s:]	21st September 2024 – 20th March 2025 (6 month optional extension as per the contract)	

- 1 This Variation must be agreed and signed by both Parties to the Contract and shall only be effective from the date it is signed by [Buyer].
- 2 Words and expressions in this Variation shall have the meanings given to them in the Contract.
- 3 The Contract, including any previous Variations, shall remain effective and unaltered except as amended by this Variation.

Signed by an authorised signatory for and on behalf of the Buyer

Signature: 

Date: 

Name (in capitals): 

Job Title: 

Address: 


Signed by an authorised signatory to sign for and on behalf of the Supplier

Signature: 

Date: 

Name (in capitals): 

Job Title: 

Address: 

Annex 1

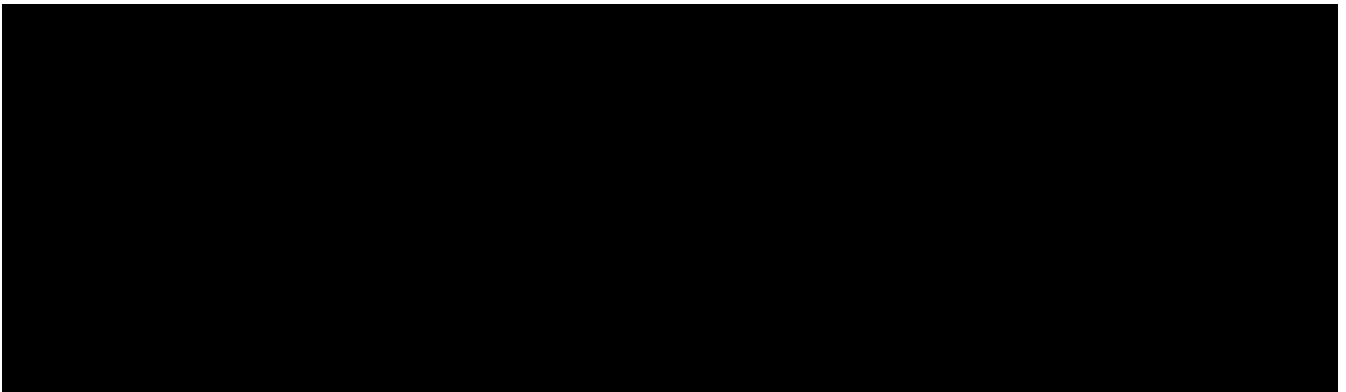
1 Statement of Works (SOW) Details

Upon execution, this SOW forms part of the Call-Off Contract (reference below).

The Parties will execute a SOW for each set of Buyer Deliverables required. Any ad-hoc Deliverables requirements are to be treated as individual requirements in their own right and the Parties should execute a separate SOW in respect of each, or alternatively agree a Variation to an existing SOW.

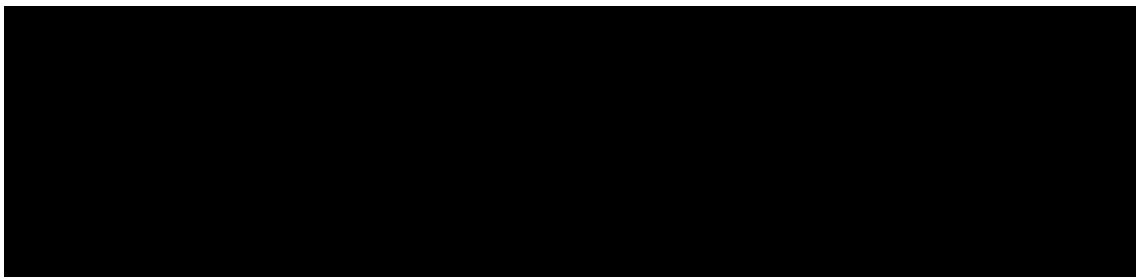
All SOWs must fall within the Specification and provisions of the Call-Off Contract.

The details set out within this SOW apply only in relation to the Deliverables detailed herein and will not apply to any other SOWs executed or to be executed under this Call-Off Contract, unless otherwise agreed by the Parties in writing.



Buyer: Secretary of State for Education acting through the Institute for Apprenticeships and Technical Education (IfATE)

Supplier: Professional Data Management Services Ltd (PDMS)



Key Personnel (Buyer): [Redacted]

Key Personnel (Supplier): [Redacted]

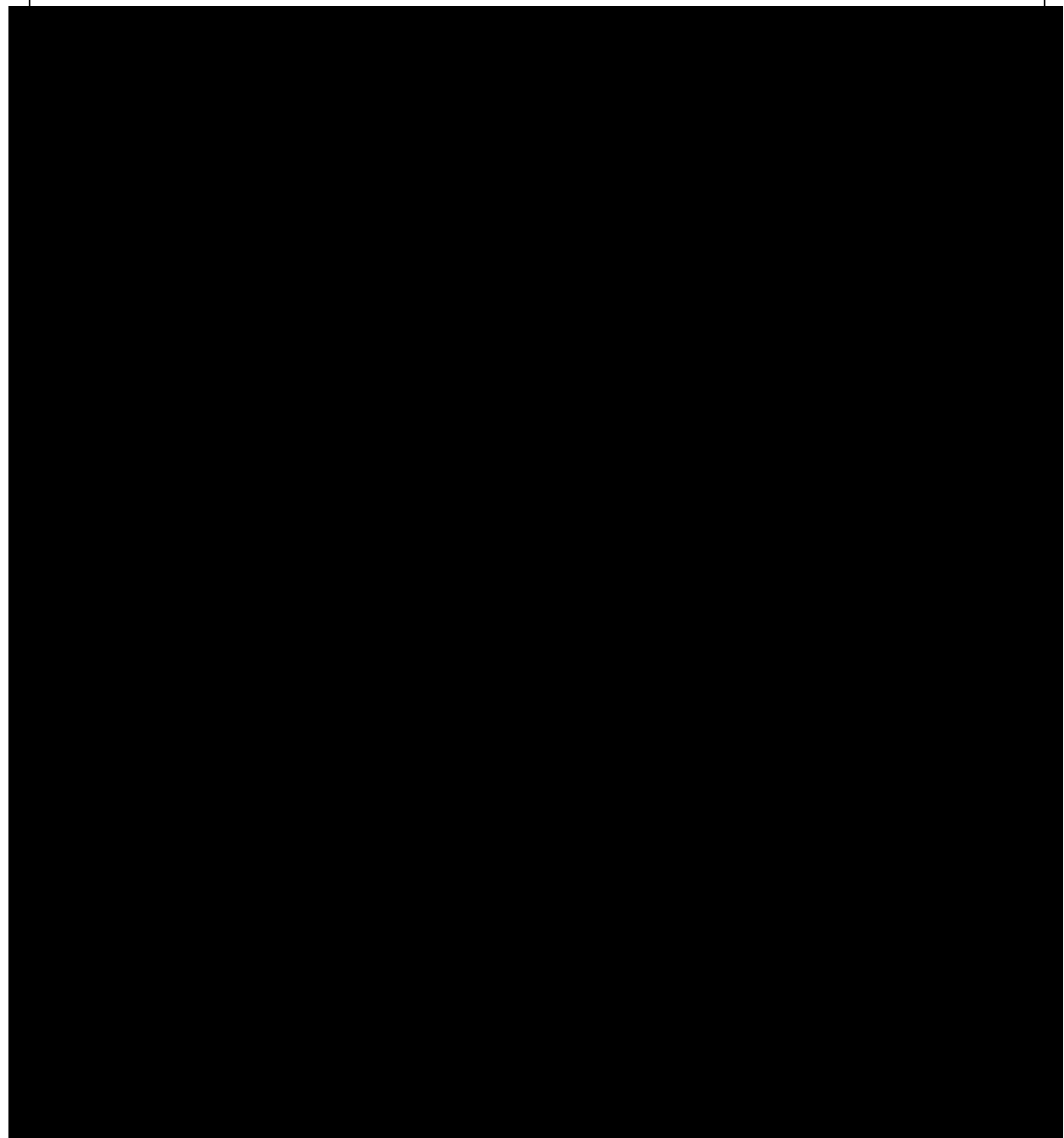
Subcontractors: n/a

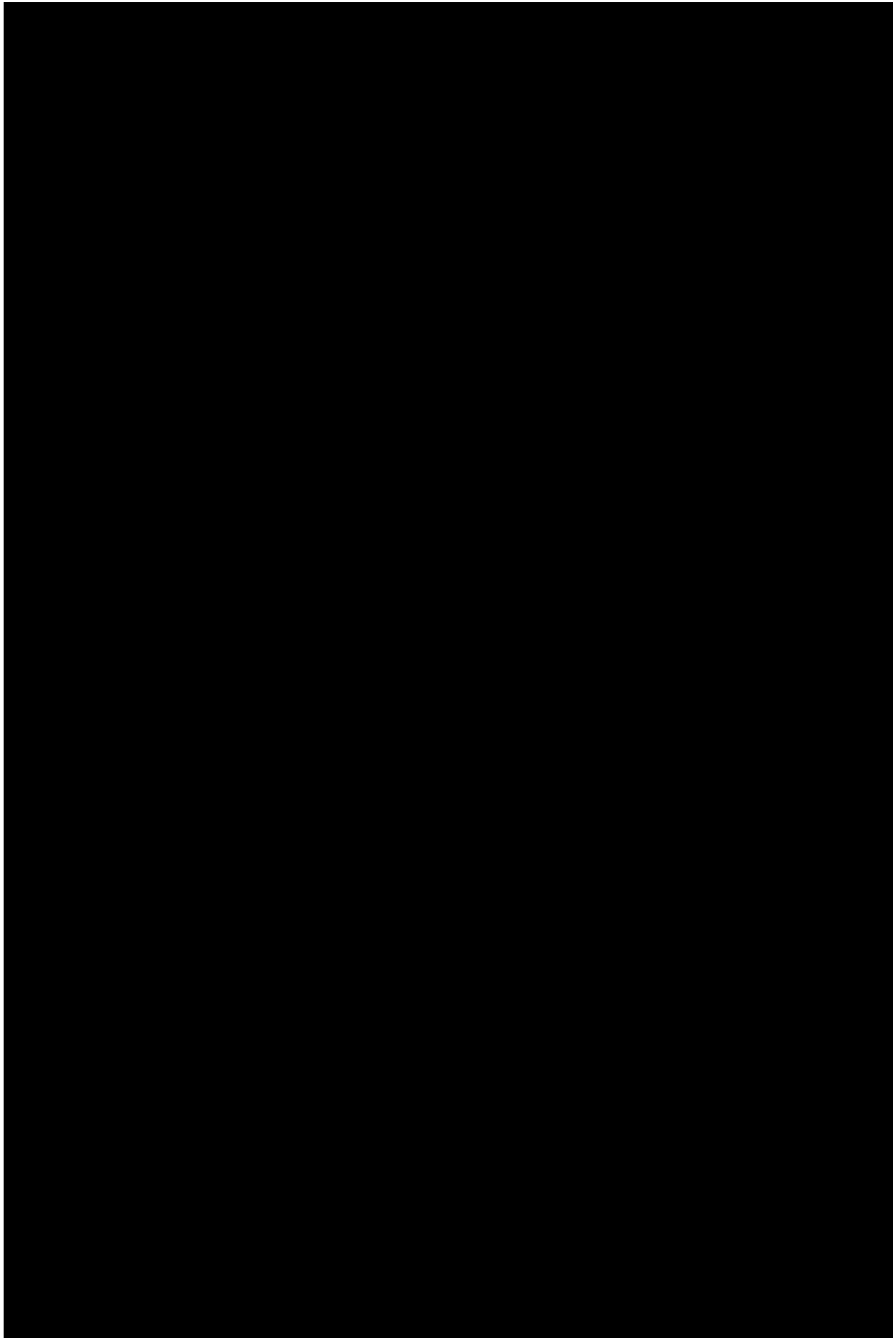
2 Call-Off Contract Specification – Deliverables Context

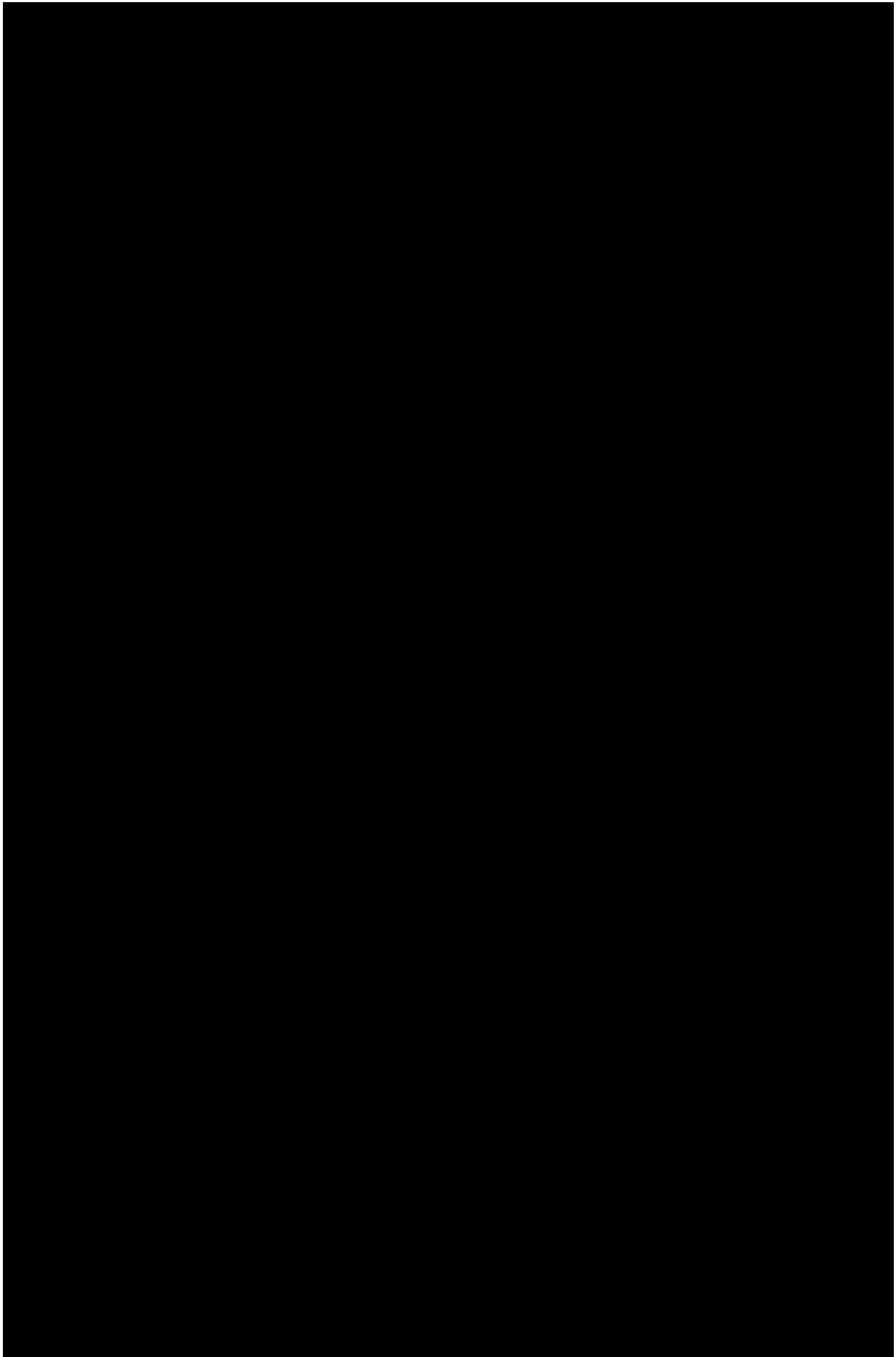


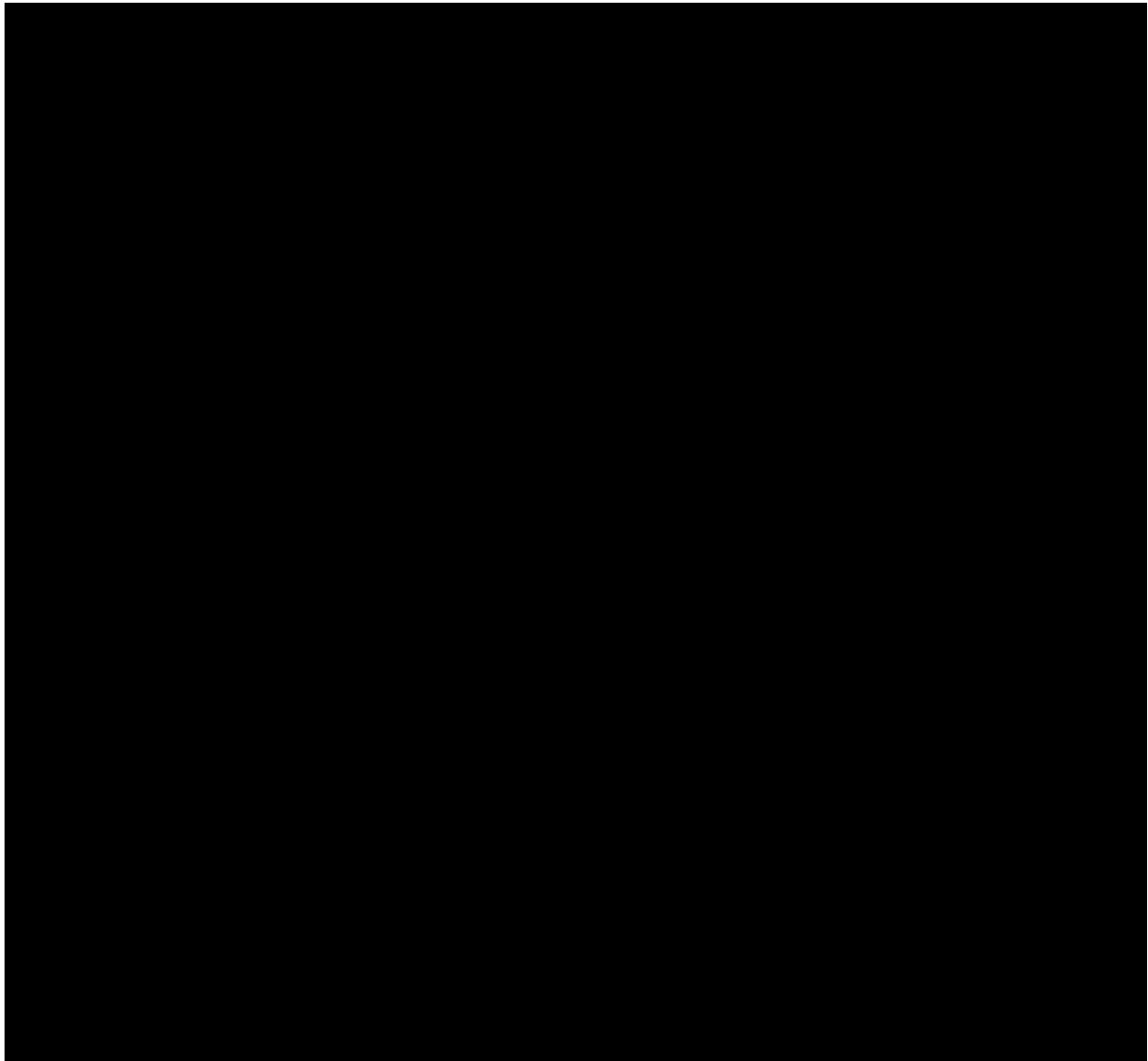
3 Buyer Requirements – SOW Deliverables

Project Req. Ref	Project Req. Description	Acceptance Criteria	Due Date
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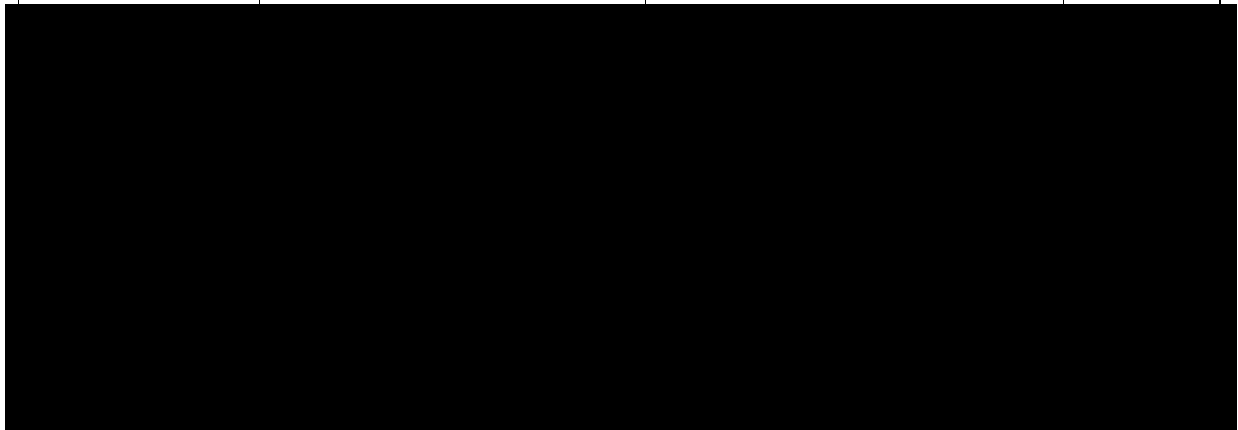


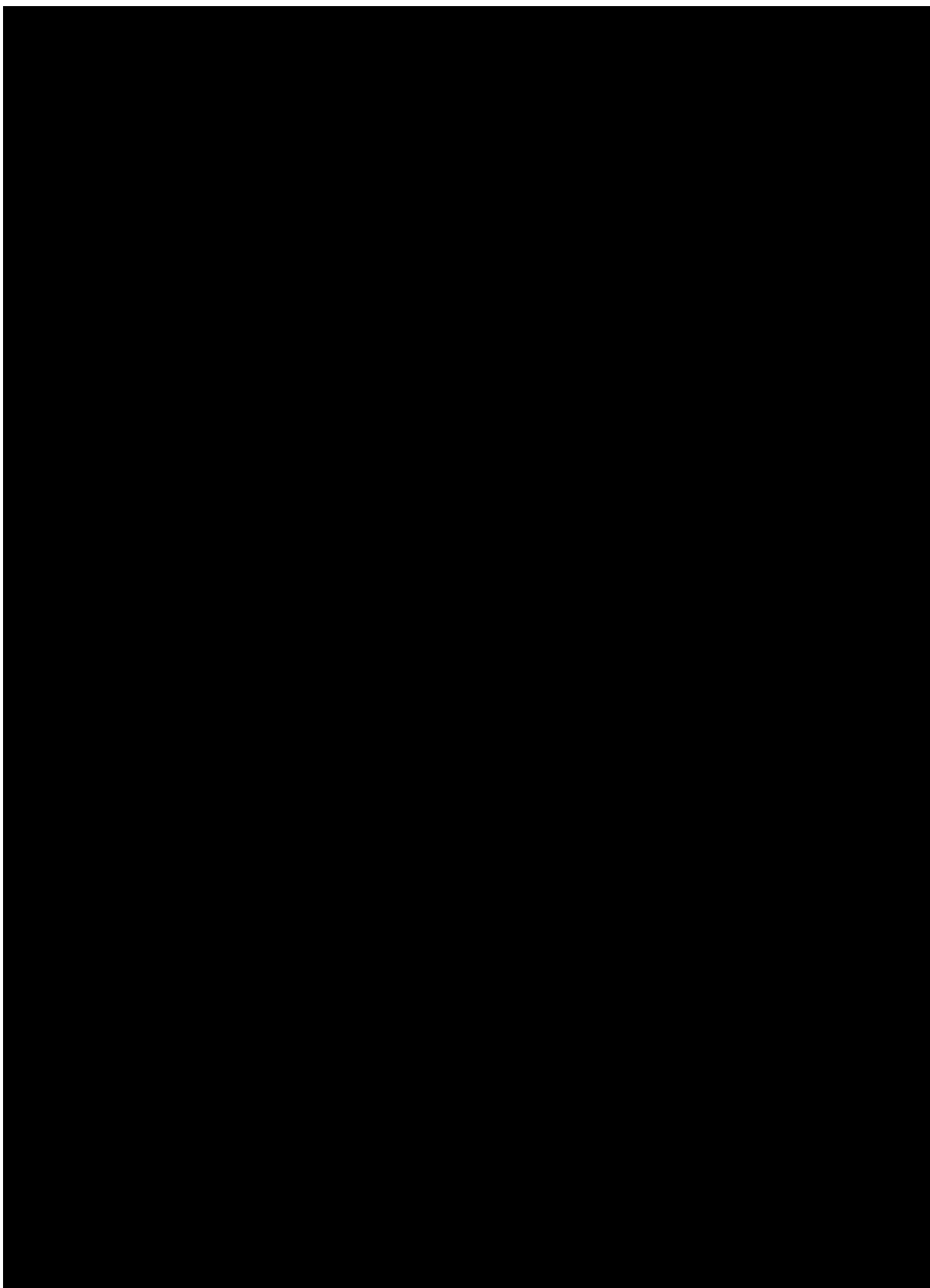


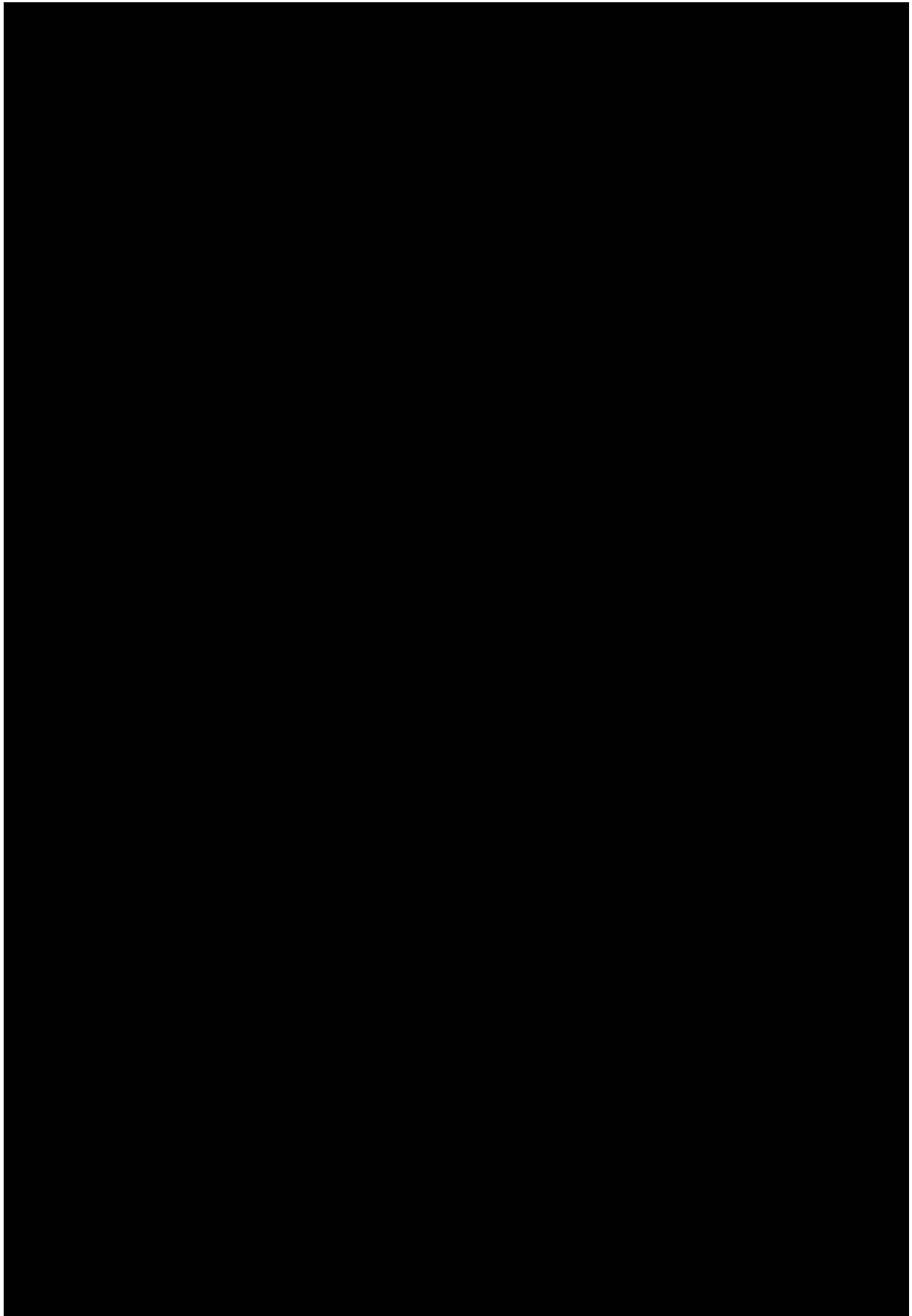


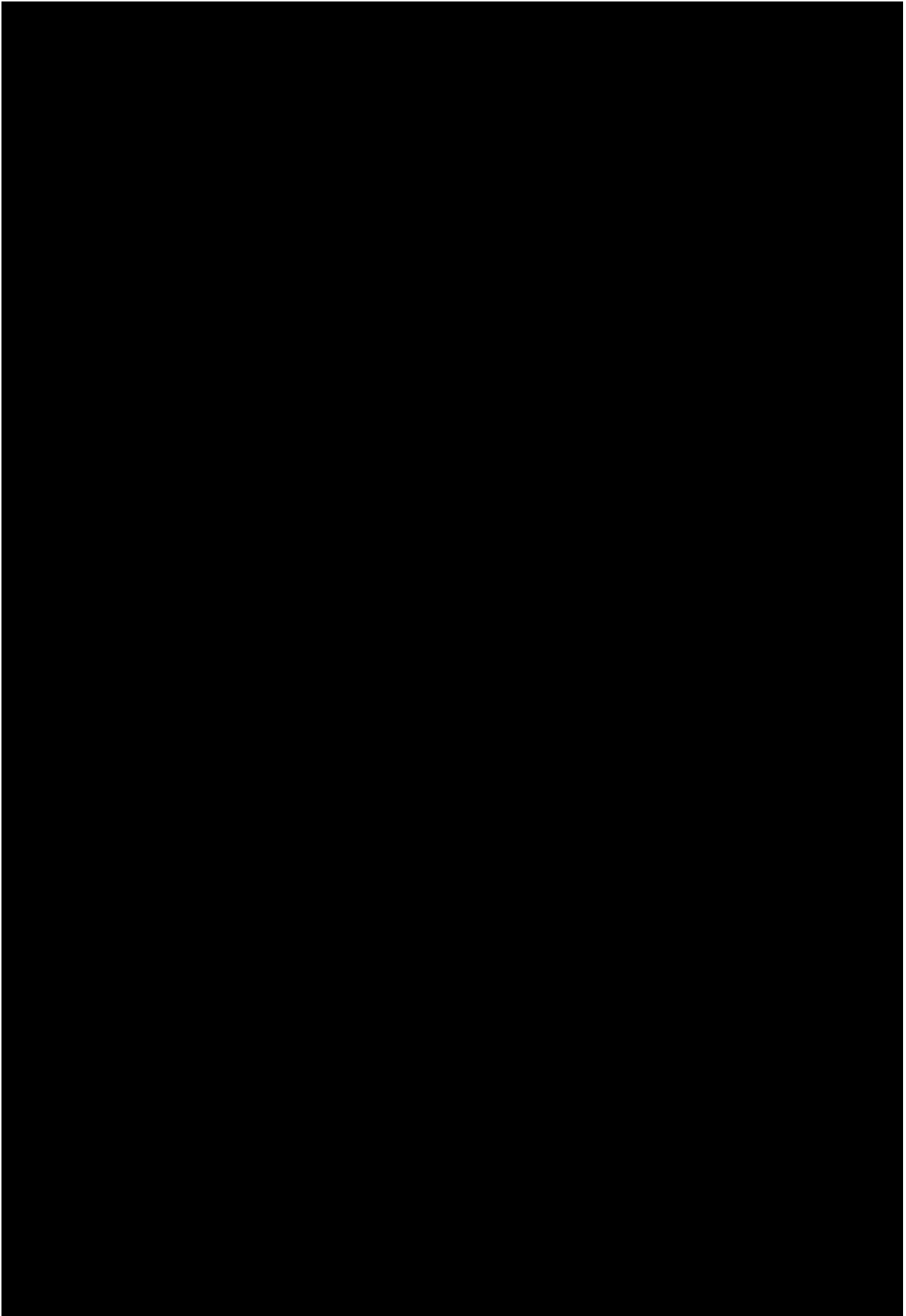


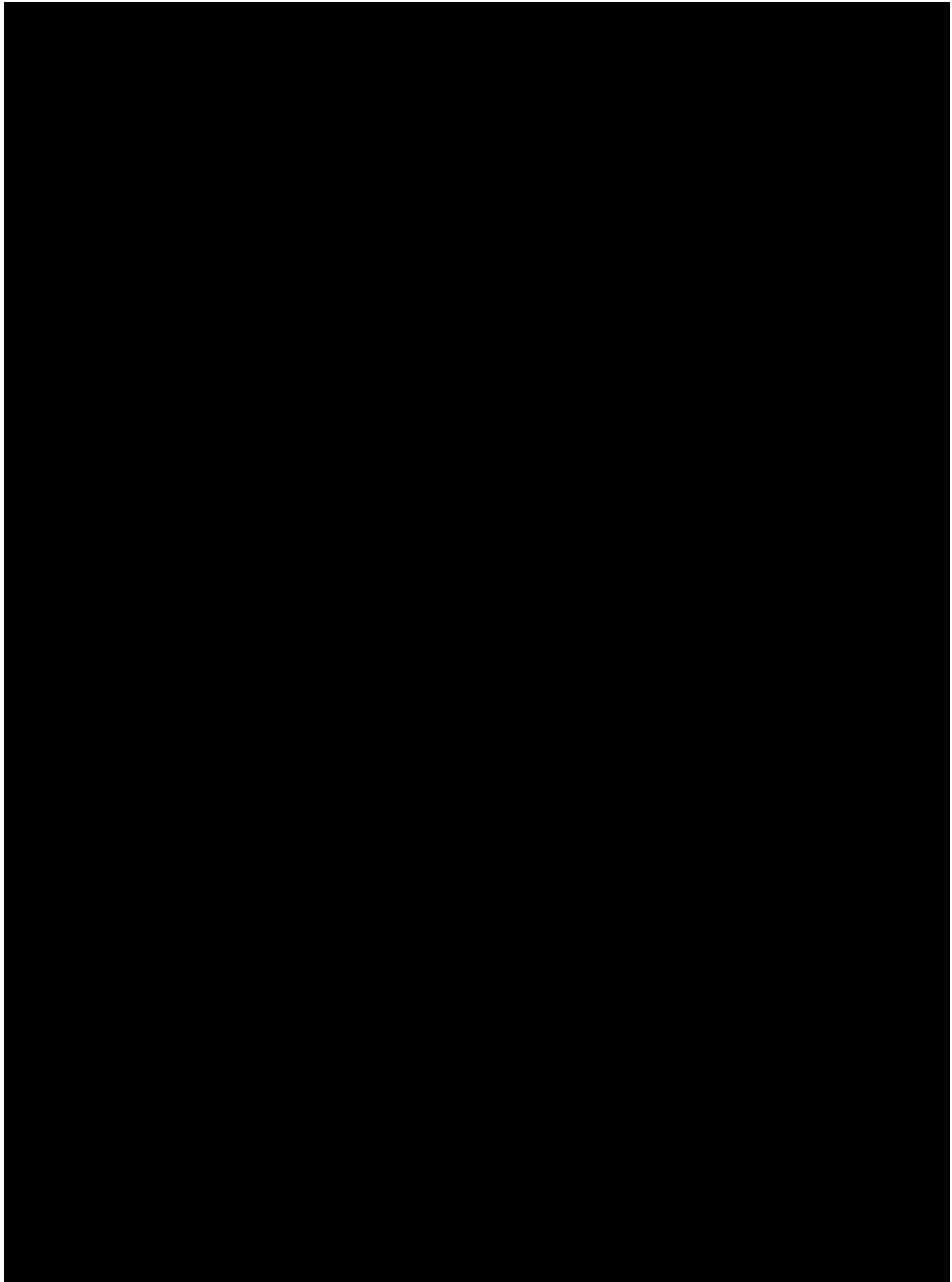
Project Requirements <i>(this SOW will include as a minimum the below requirements)</i>			
Project Req. Ref	Project Req. Description	Acceptance Criteria	Due Date

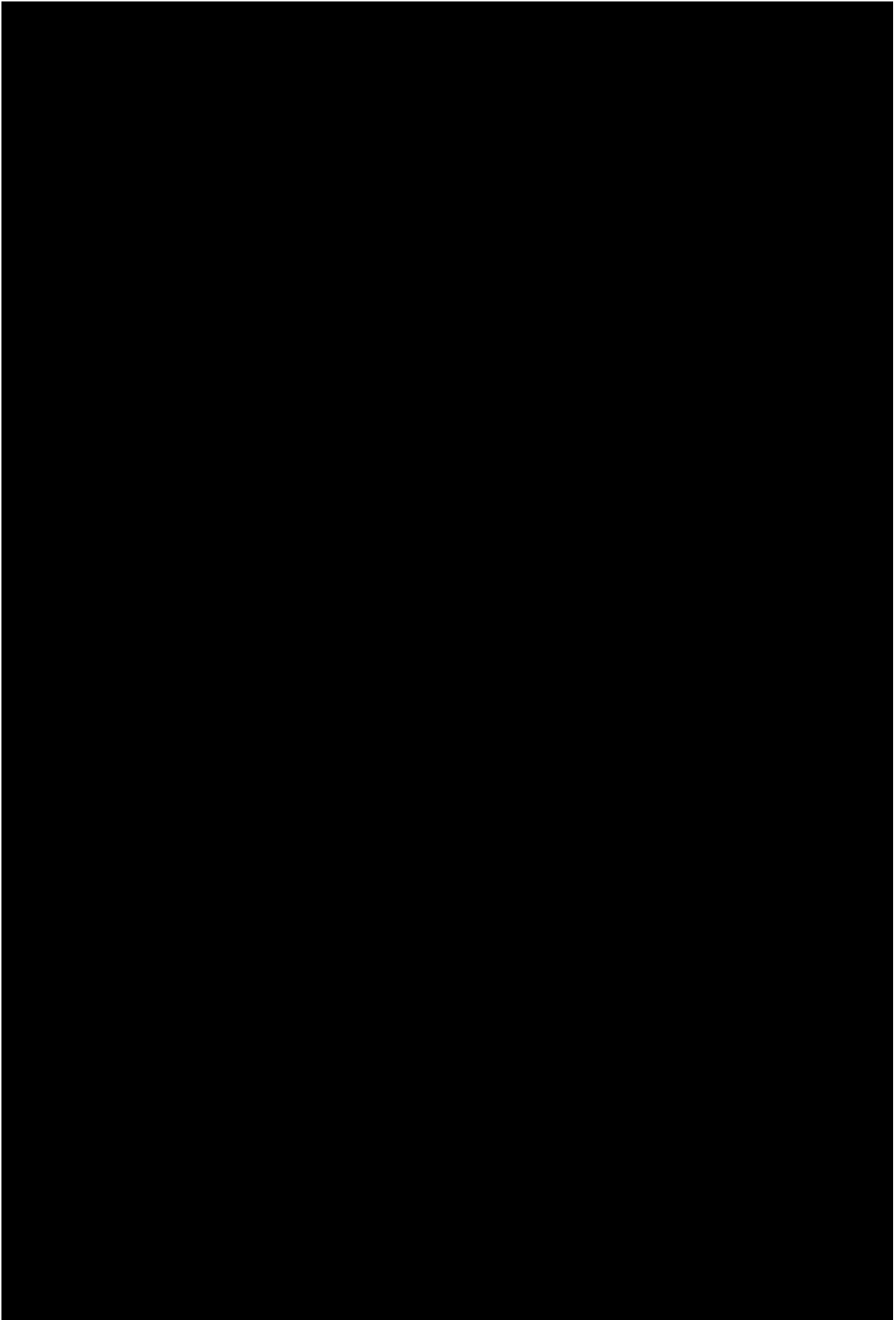


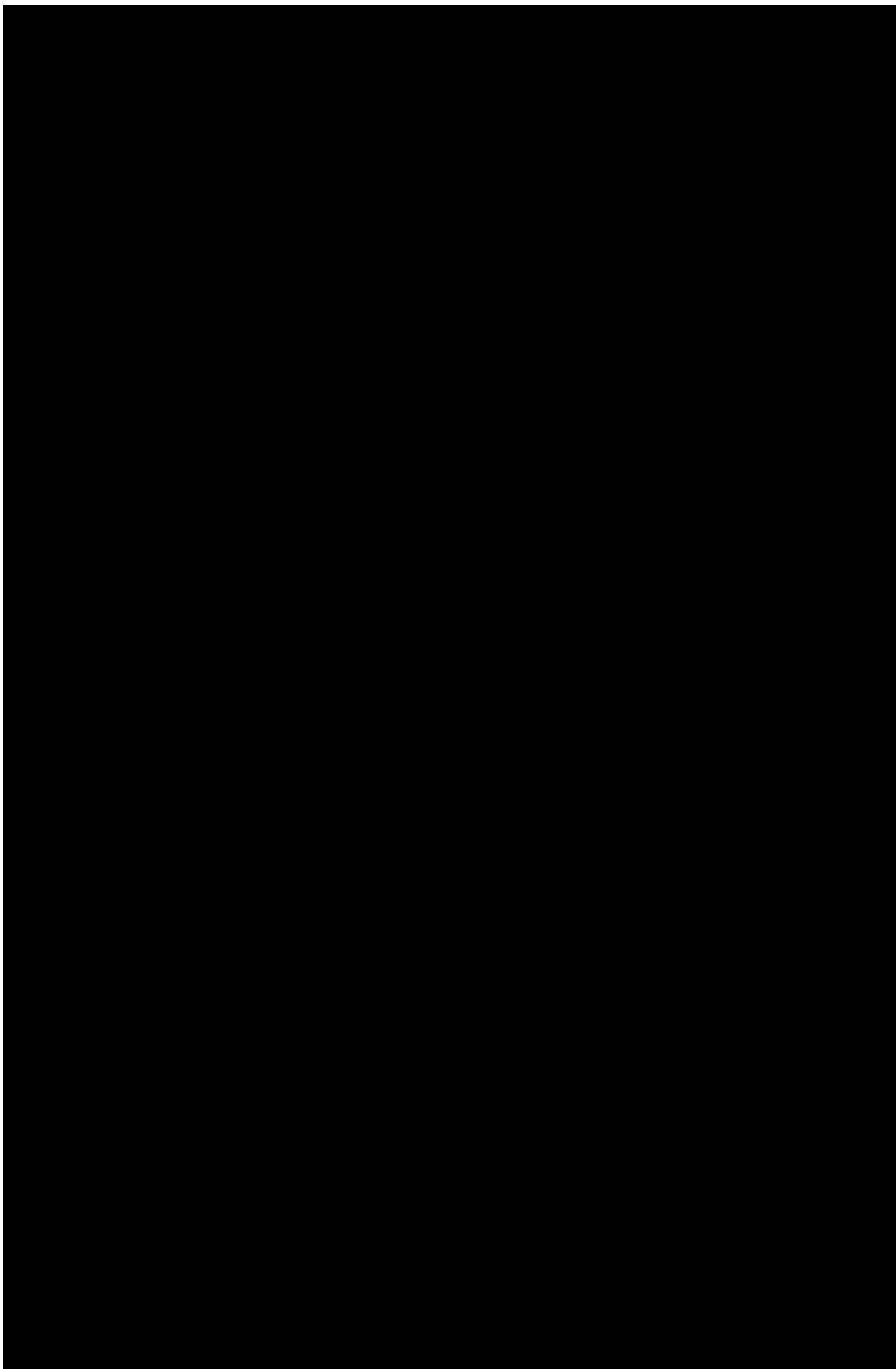


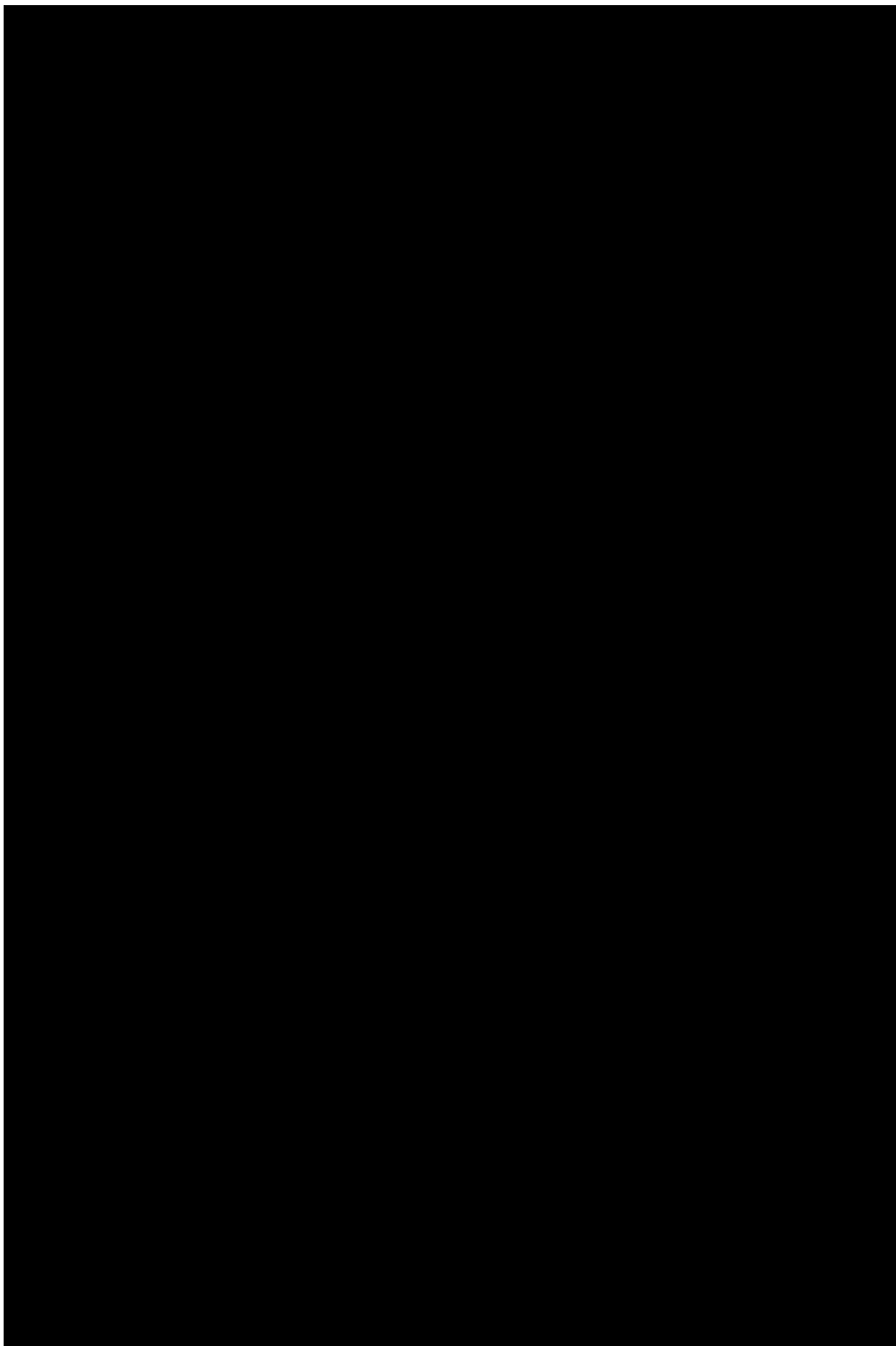


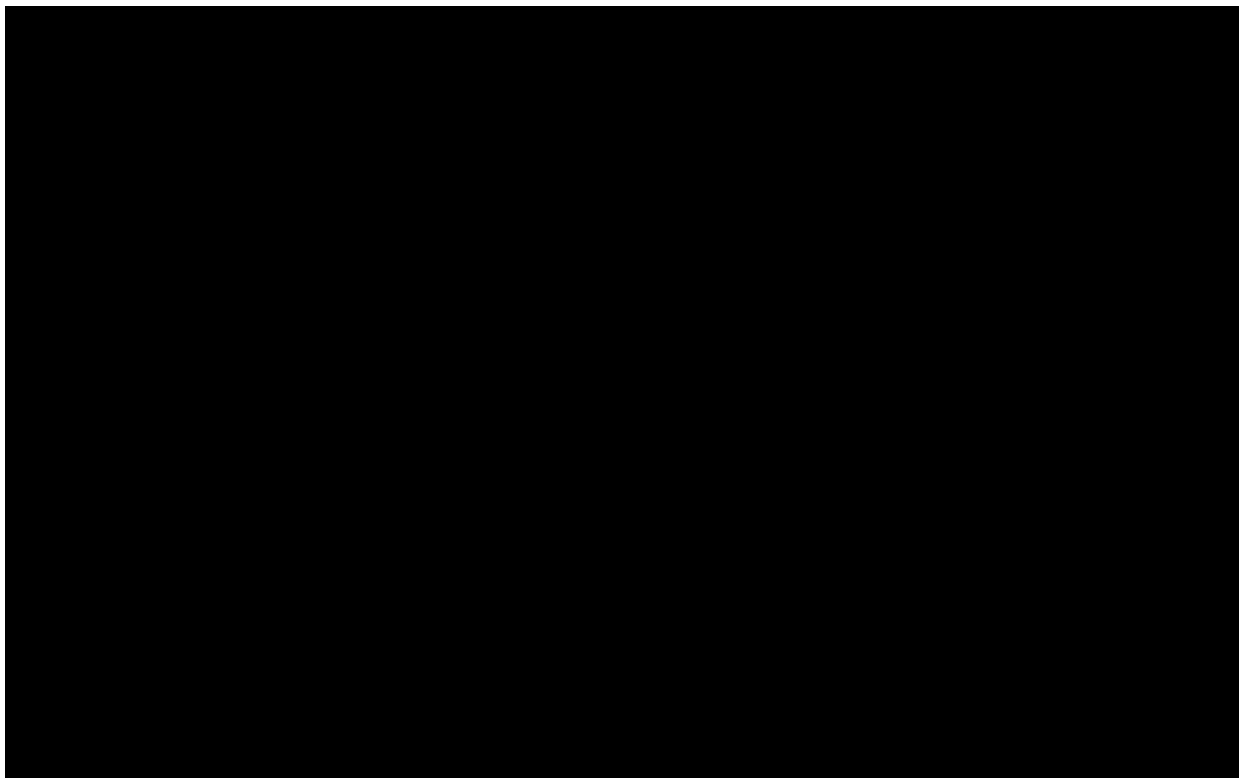




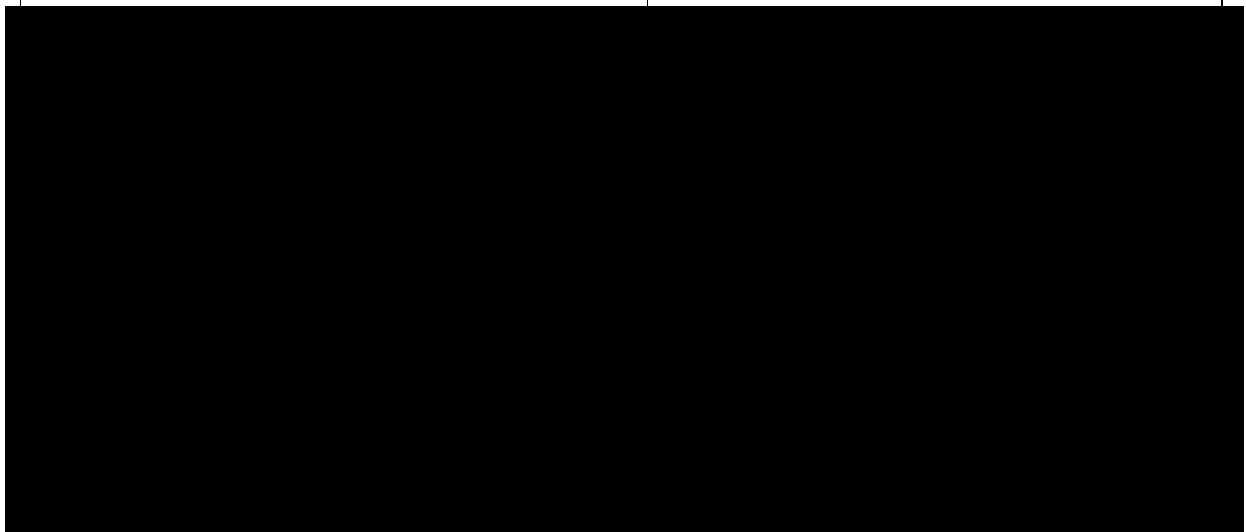




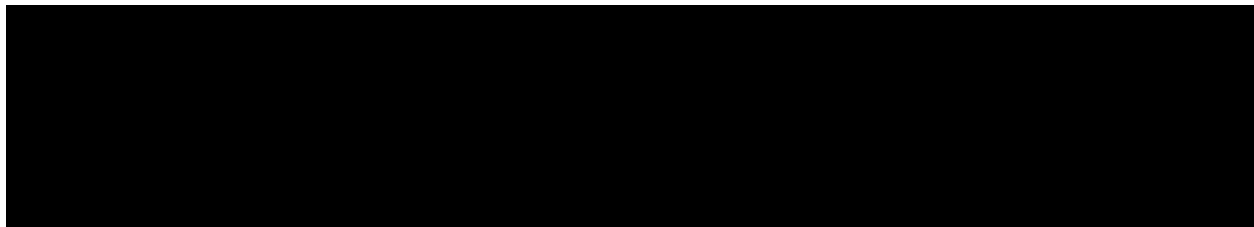




End of Deliverables



Delivery Plan:

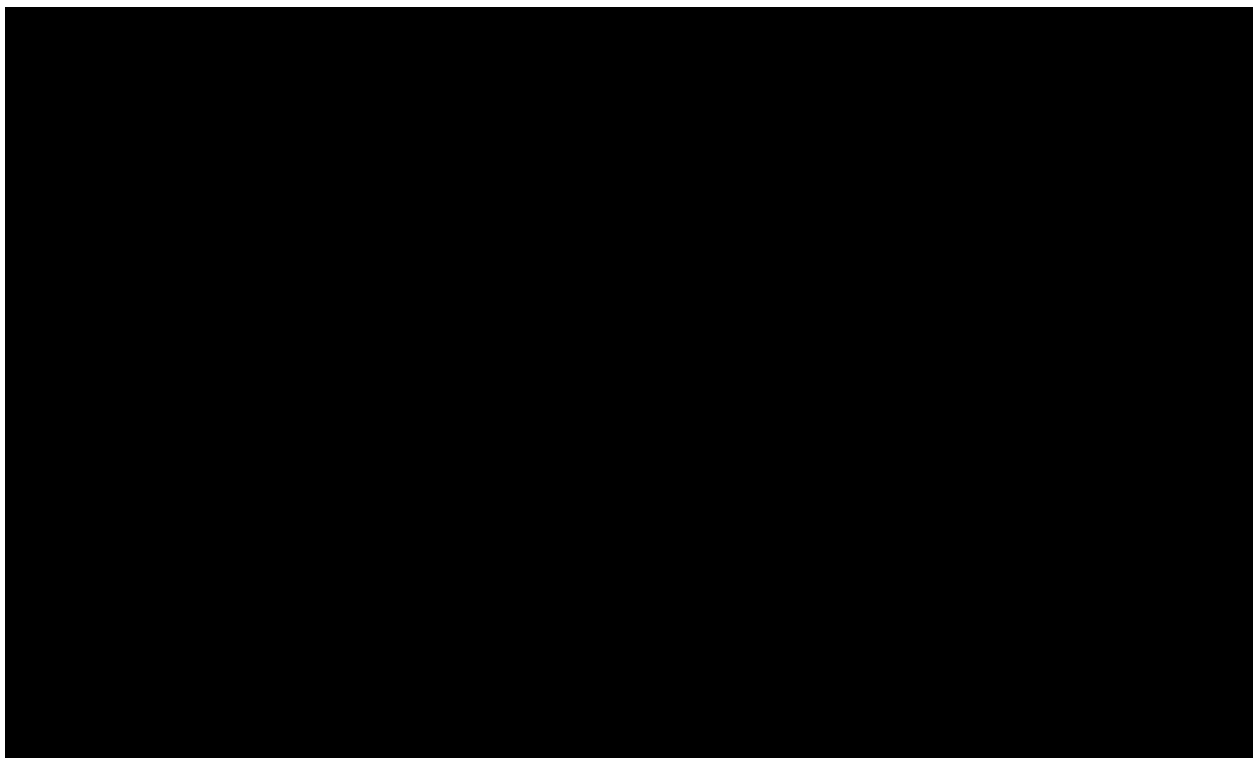


Supplier Resource Plan:



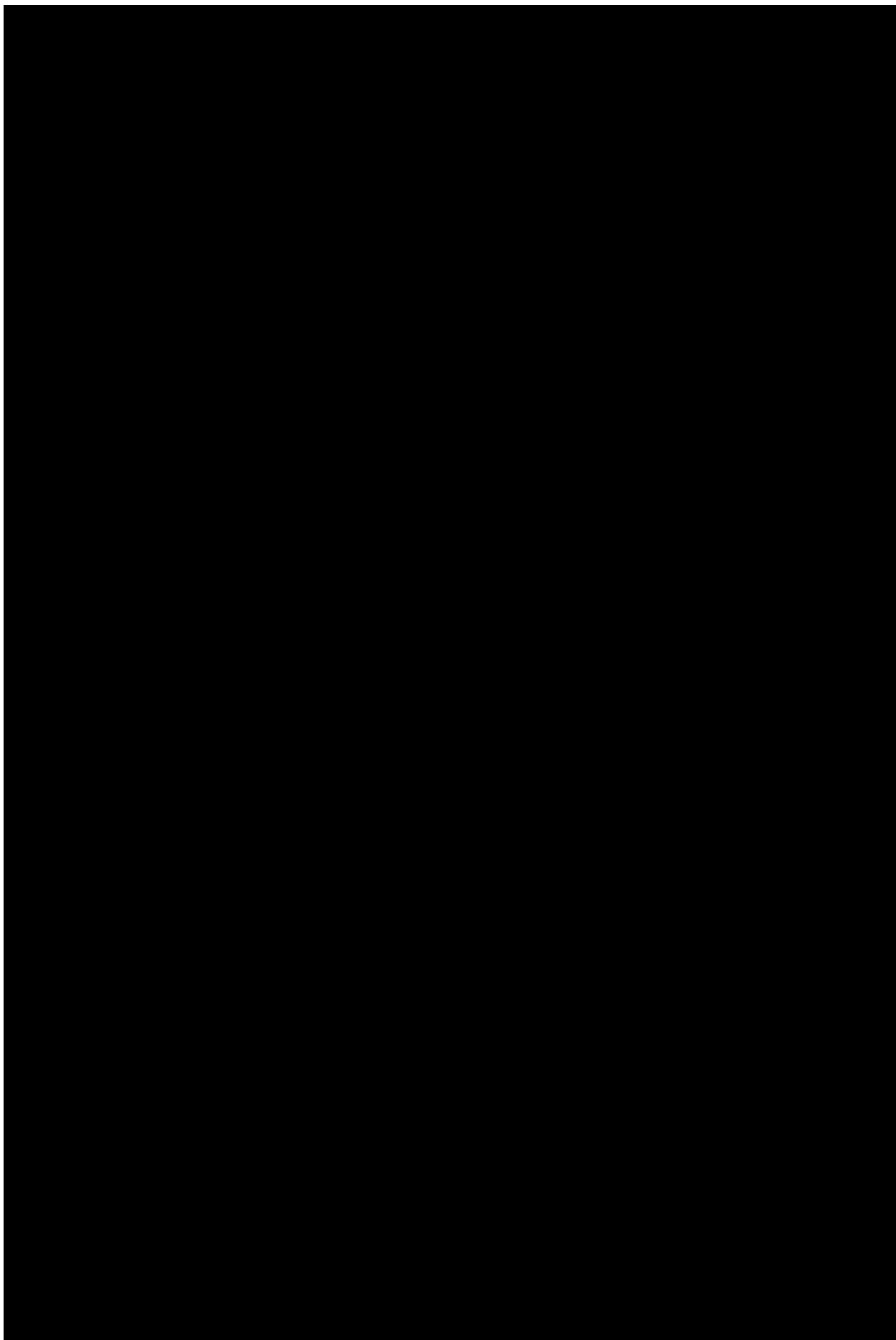
Joint Schedule 2 (Variation Form)
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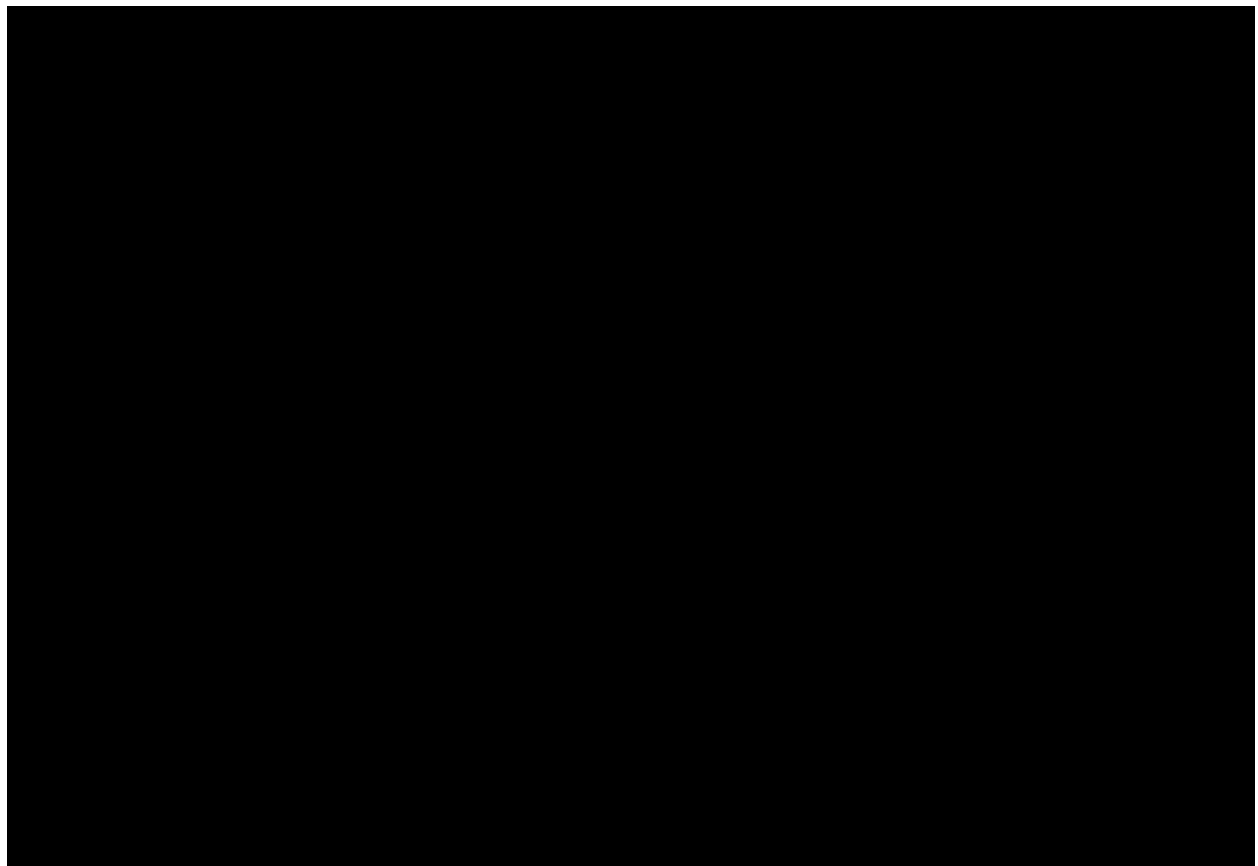
Name	Role	Hours
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]



Performance Management:

KPI reference	Service Level Performance Criterion	Key Indicator	Service Level Performance Measure	Service Level Threshold	Buyer redress for Failure to provide Services at or above Service Levels





Additional Requirements:

Annex 1 – Where Annex 1 of Joint Schedule 11 (Processing Data) in the Call-Off Contract does not accurately reflect the data Processor / Controller arrangements applicable to this Statement of Work, the Parties shall comply with the revised Annex 1 attached to this Statement of Work.

Key Supplier Staff:

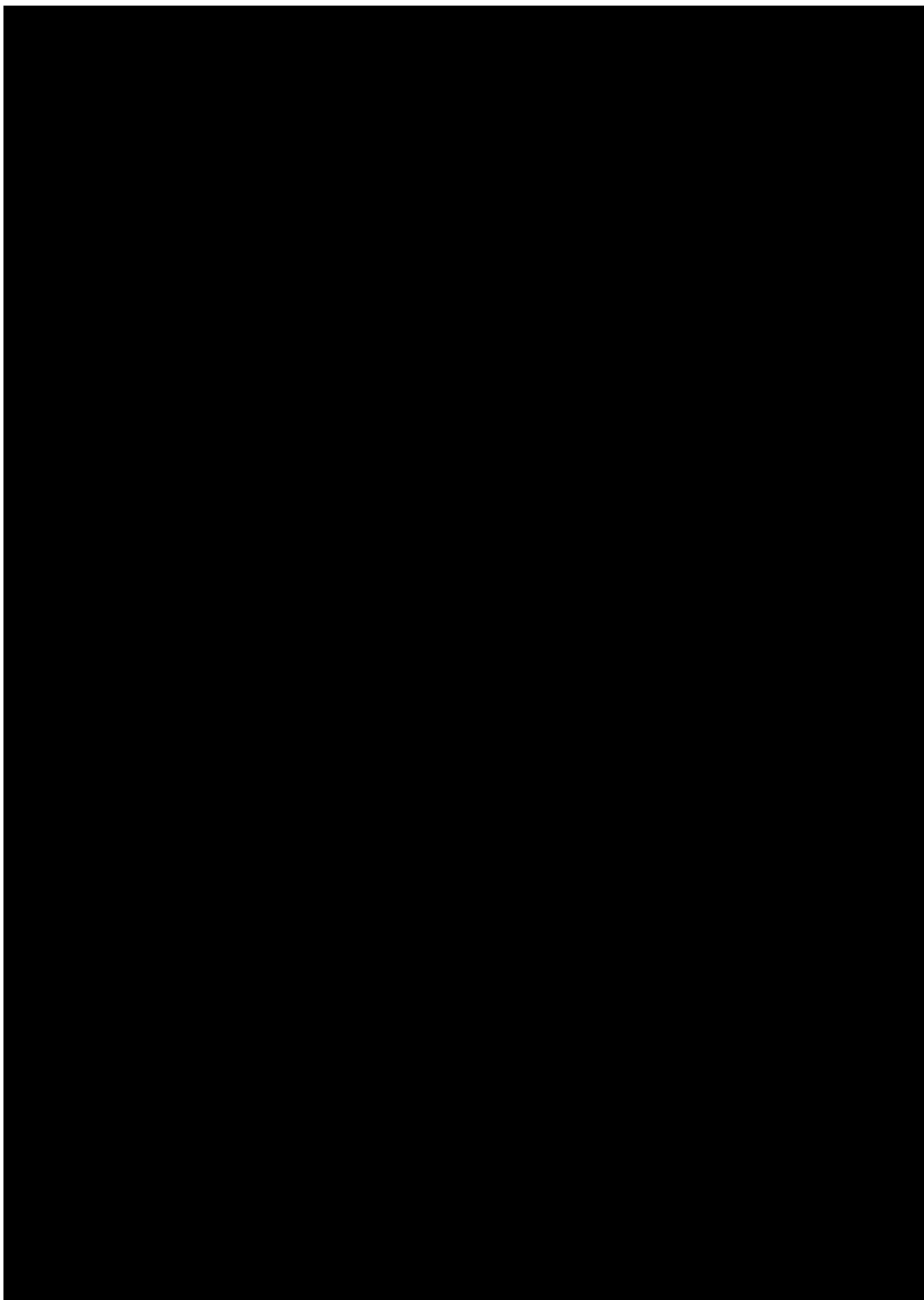
Key Staff	Key Role	Contract Details	Employment / Engagement Route (incl. inside/outside IR35)

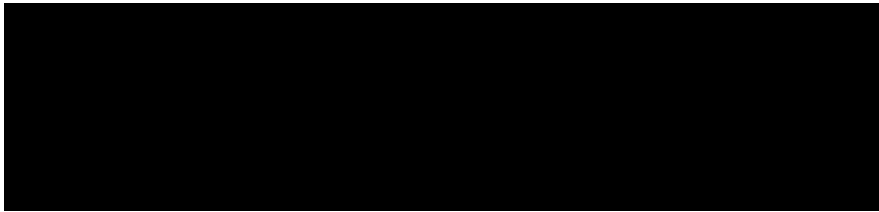
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SOW Reporting Requirements:

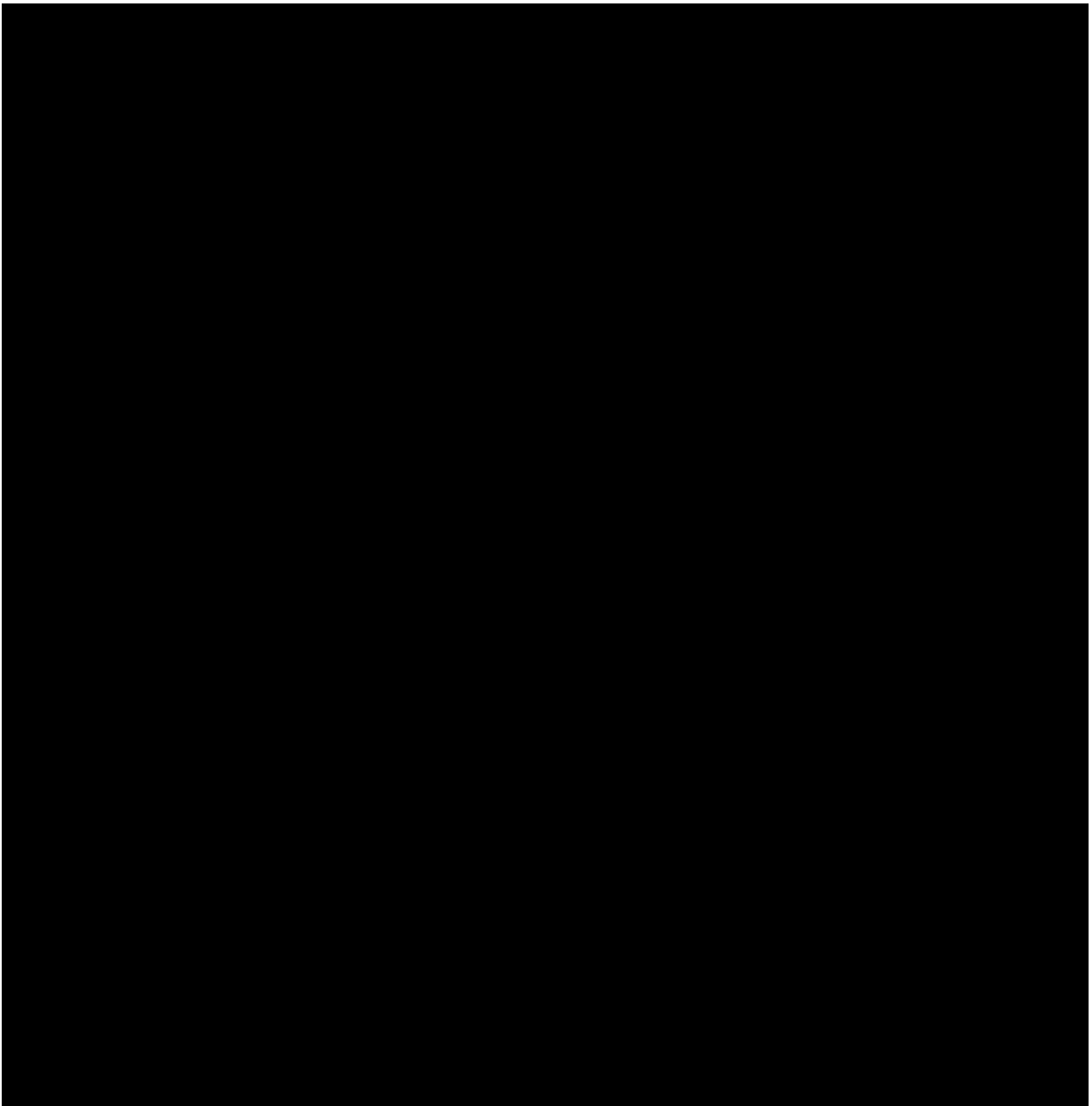
[Further to the Supplier providing the management information detailed in Paragraph 6 of Call-Off Schedule 15 (Call Off Contract Management), the Supplier shall also provide the following additional management information under and applicable to this SOW only:

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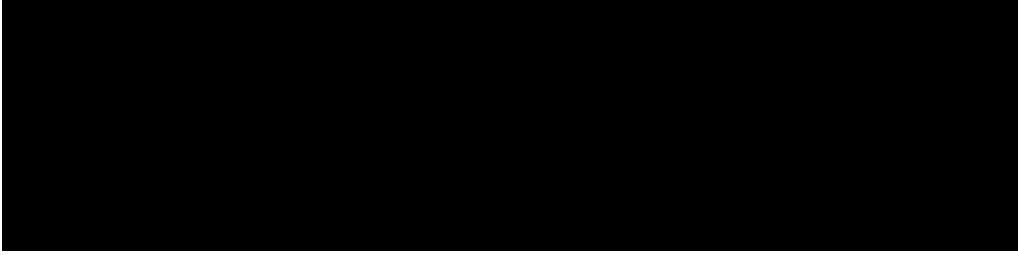




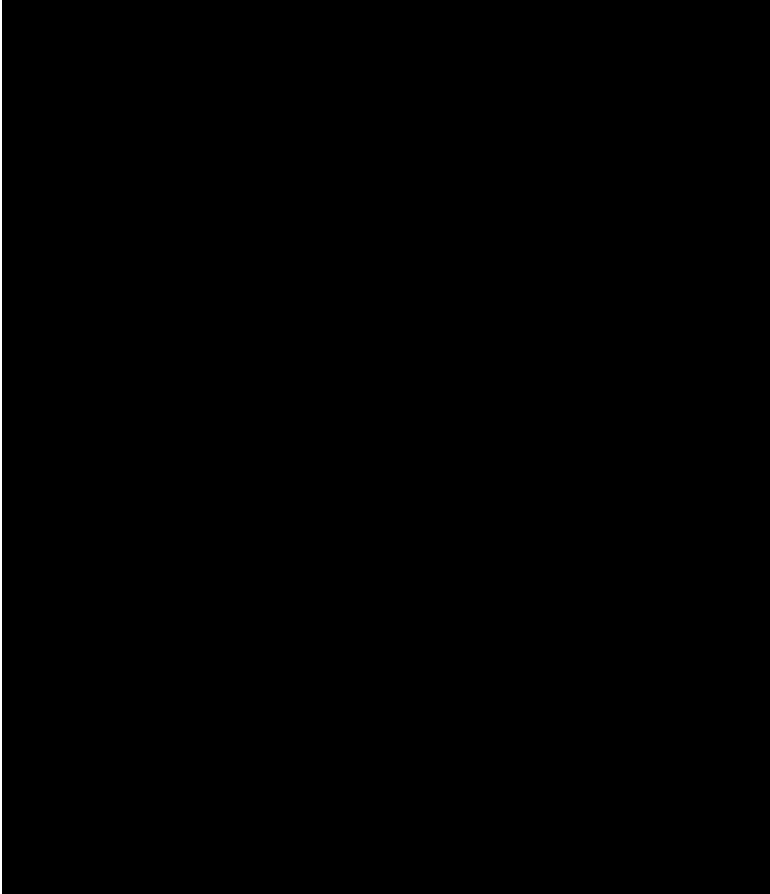
4.1 Call Off Contract Charges:



4.2 Revenue Charges:



Rate Cards Applicable:

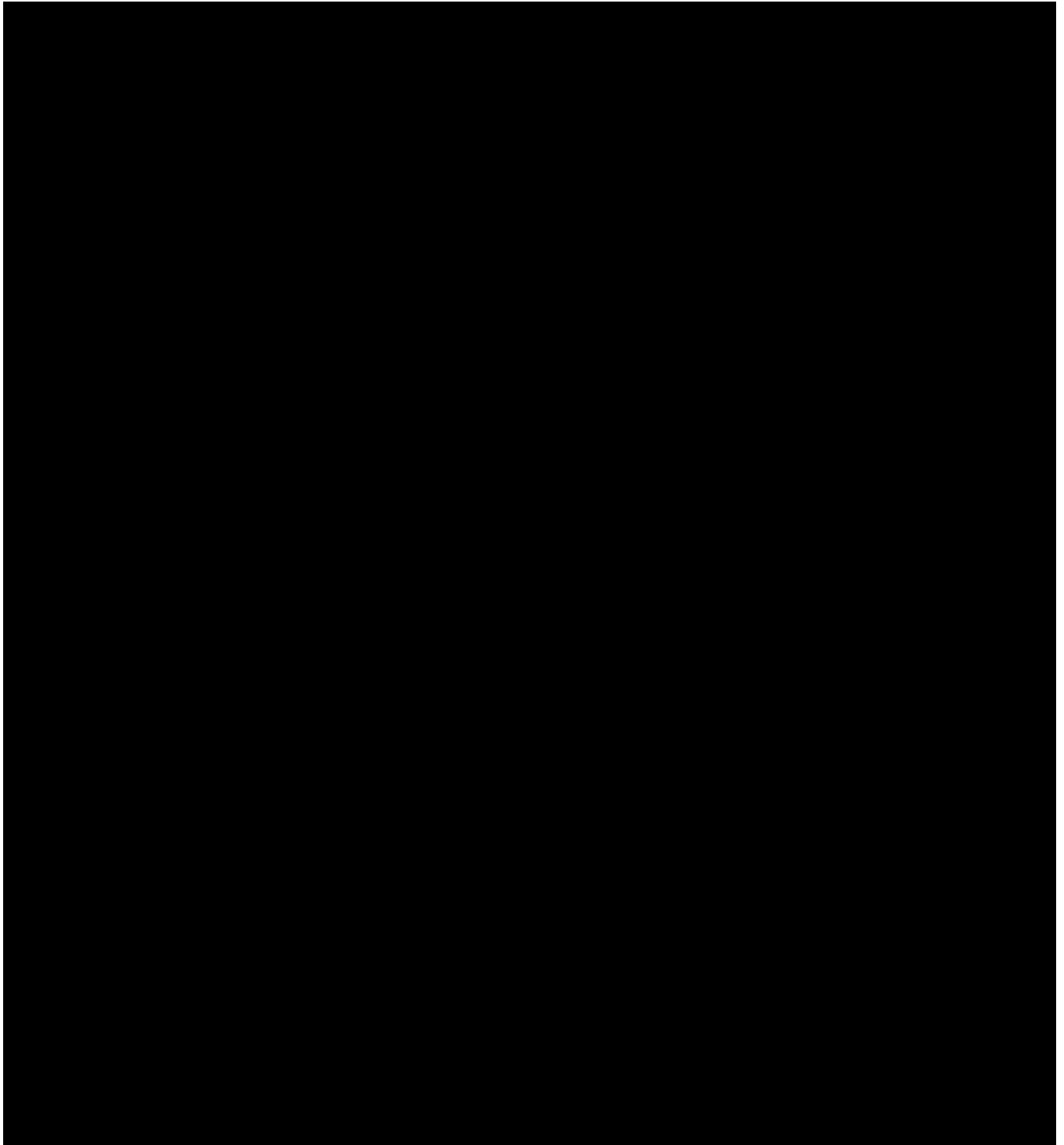


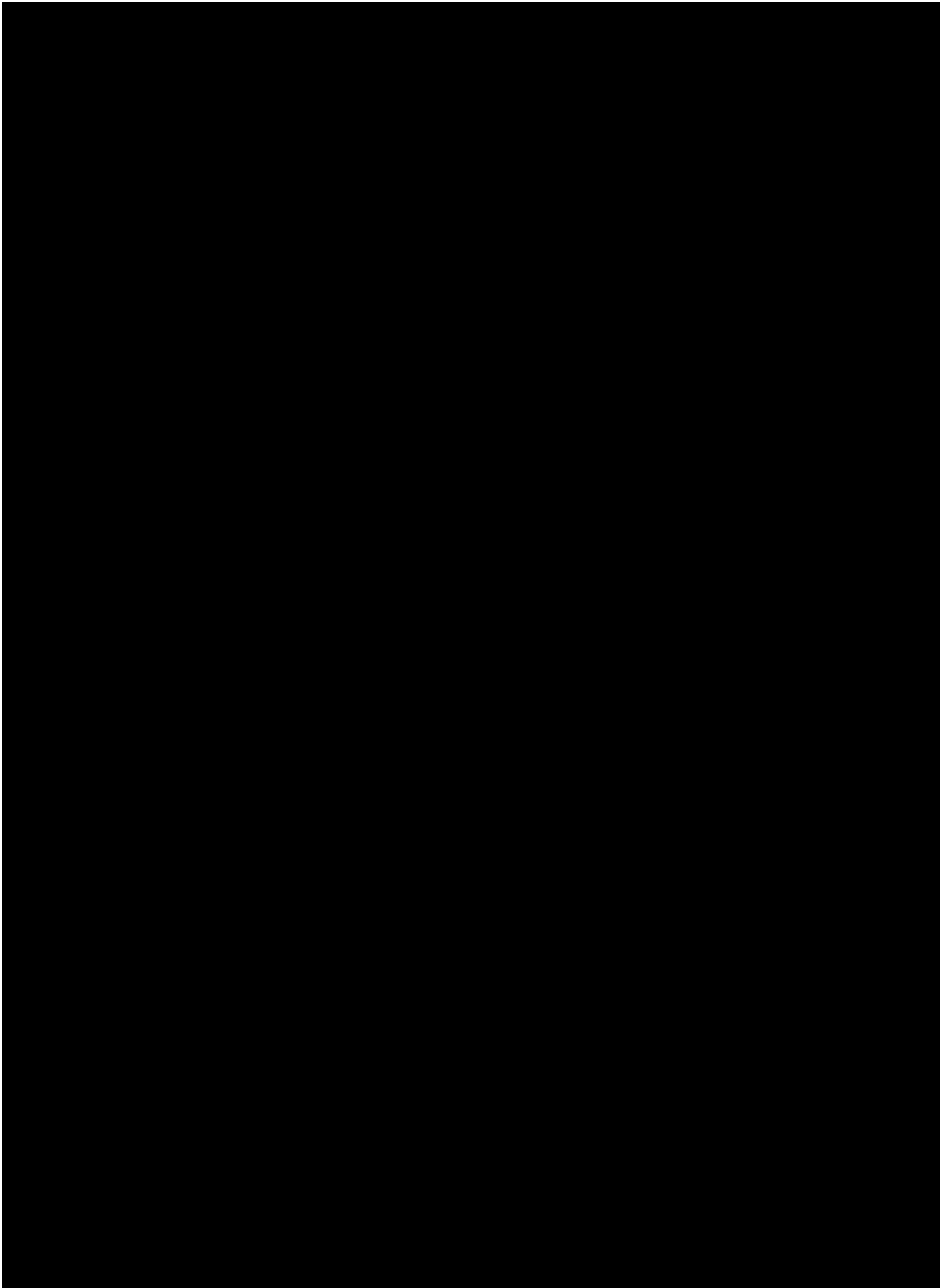
Annex 1

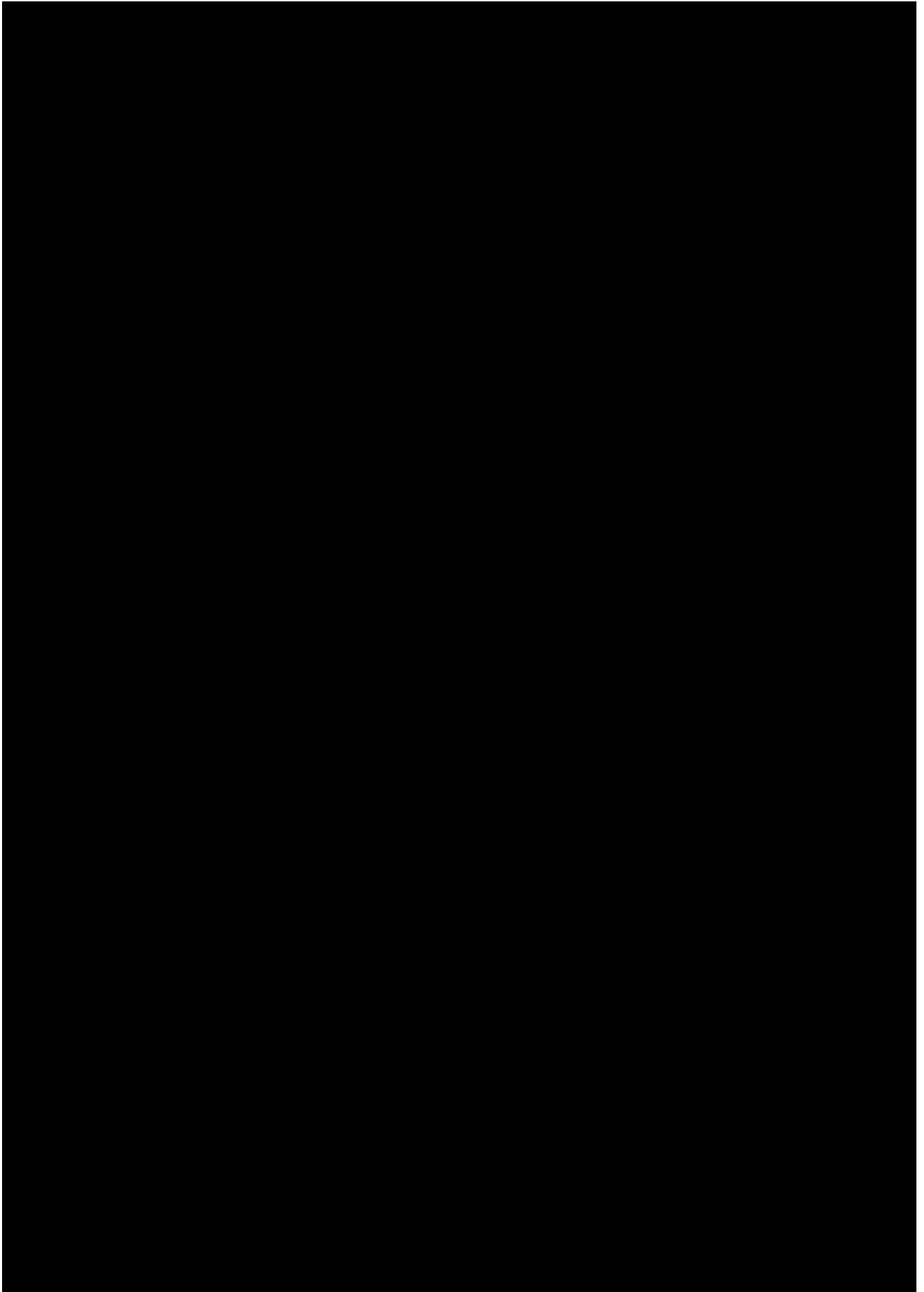
Data Processing

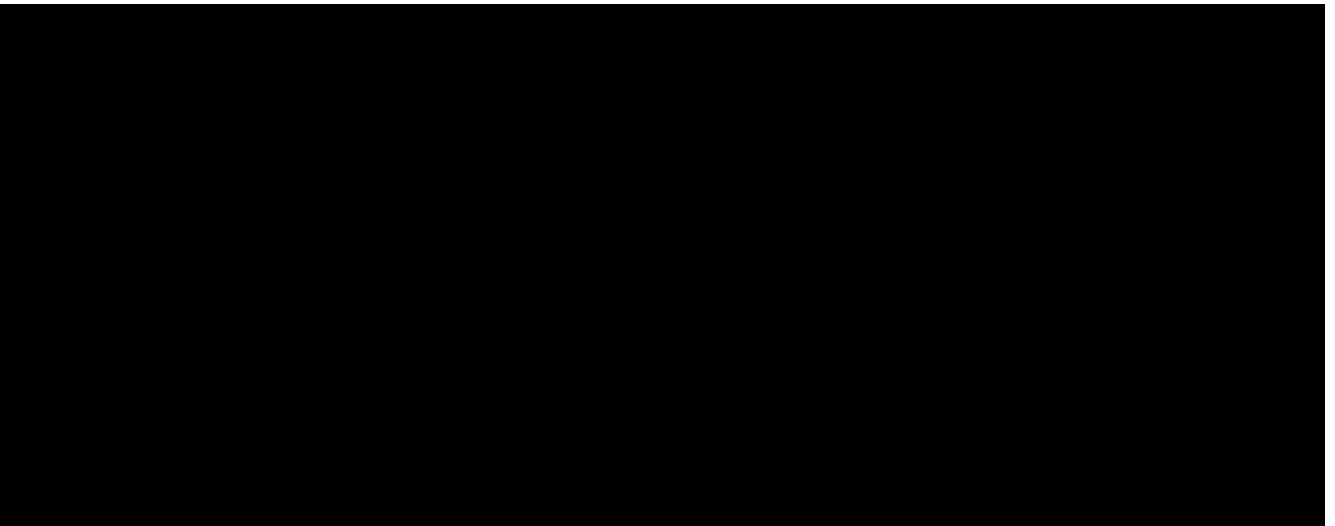
Prior to the execution of this Statement of Work, the Parties shall review Annex 1 of Joint Schedule 11 (Processing Data) and if the contents of Annex 1 does not adequately cover the Processor / Controller arrangements covered by this Statement of Work, Annex 1 shall be amended as set out below and the following table shall apply to the Processing activities undertaken under this Statement of Work only:

[Template Annex 1 of Joint Schedule 11 (Processing Data) Below]









5 Signatures and Approvals

Agreement of this SOW

BY SIGNING this Statement of Work, the Parties agree that it shall be incorporated into Appendix 1 of the Order Form and incorporated into the Call-Off Contract and be legally binding on the Parties:

For and on behalf of the Supplier

Name: [REDACTED]

Title: [REDACTED]

Date: [REDACTED]

Signature: [REDACTED]

For and on behalf of the Buyer

Name: [REDACTED]

Title: [REDACTED]

Date: [REDACTED]

Signature: [REDACTED]