|  |  |  |  |
| --- | --- | --- | --- |
| **CHANGE CONTROL NOTICE (CCN)** | | | |
| **Contract Title:** | Contract for the Provision of Public Sector Contact Details and Email Tool (The Contract) | | |
| **Contract Reference:** | CCTS22A46 | **Contract Change Number:** | 3 |
| **Date CCN issued:** | 18th October 2023 | **Date Change Effective from:** | 20th December 2023 |
| **Between**: The Crown Commercial Service (The Buyer) and Forfront Limited (The Supplier)   1. The Contract is varied as follows:    1. The existing contract between Crown Commercial Services and Forfront Limited for the Provision of Public Sector Contact Details for Email Tool, is due to expire on 19th December 2023. The new end date for the contract is: 19th June 2024.    2. There is an option in the original contract to extend for a further six (6) months which the Buyer wishes to utilise. This is the final extension option.    3. Ensure that the “Open Rate” performance metric in the KPI report is representative of individual engagement with the email and does not include BOT activity. This will allow a true representation of the genuine engagement. In the event that you are unable to implement the change on your platform, you are to propose an alternative approach that will result in the correct intended outcome. This change is to be implemented before the commencement of the extended period. In the event that you are unable to report an accurate “Open Rate” metric we will apply an incentive to the value of 15% of the extended contract value (£13,842) due to the importance of the “Open Rate” metric. In the event that you effect the change the full contract value will be authorised.    4. During the extended period you are to provide a data cleanse (minimum on a monthly basis). The data list is to exclude BOT activity.    5. There will be no additional value to the total contract value £62,368.00 (excluding VAT)    6. The authority has no remaining extension options that can be utilised. 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. | | | |
| **REDACTED TEXT under FOIA Section 40, Personal Information**.  **REDACTED TEXT under FOIA Section 40, Personal Information**.  25 October 2023  Change authorised to proceed by: (Buyer’s representative):    Signature Print Name and Job Title Date | | | |
| 28th November 2023  **REDACTED TEXT under FOIA Section 40, Personal Information**.  **REDACTED TEXT under FOIA Section 40, Personal Information**.  Authorised for and on behalf of the Supplier:    Signature Print Name and Job Title Date | | | |
| 11 December 2023  **REDACTED TEXT under FOIA Section 40, Personal Information**.  **REDACTED TEXT under FOIA Section 40, Personal Information**.  Authorised for and on behalf of the Buyer:  Signature Print Name and Job Title Date | | | |