



CHANGE CONTROL FORM

Contract Name:	Health & Safety E-Learning Tender	Contract Ref. No.	CCZP16A24-2
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CLIENT CHANGE NOTICE (CCN)

The Department of HM Treasury (HMT) wish to vary their current contract for the Provision of Health and Safety E-Learning Tender, CCZP16A24, with RiskWize Ltd. Some additional measures have been included as part of the revised Contract to include:

“Essentialskillz provide access to a test account on their development server. This will allow HM Treasury testing team access to an administrator profile within the test account.

Essentialskillz will send an AICC package for the Display Screen Equipment and New and Expectant Mothers risk assessment user checklists. This will allow HM Treasury to upload it to Oracle and carry out testing. This AICC package will link to this test account.

Essentialskillz will notify HM Treasury of any changes to the Display Screen Equipment and New and Expectant Mothers risk assessment user checklists 3 weeks before their scheduled WorkWize releases to allow time to review and test.

This testing carried out by HM Treasury will be a technical test of the risk assessment functionality.”

The Current Contract commenced on 1st March 2017 (the “Start Date”) and the Expiry date is 28 February 2019. The Authority reserves the option to extend the Contract by 2 periods of up to 12 months.

The Current Contract is due to expire on 28 February 2019. HM Treasury wish to take up the option of a 1 year extension, as permitted within the original contract, which is the first extension option of two periods of up to 12 months (2 +1 +1).

The maximum contract value inclusive of the optional extensions is £45,000 Ex VAT. Spend to date is £20,995.00.

The proposed extension remains in line with the original contract value totalling £10,497.50.

All other terms and conditions remain unchanged and unaffected by this variation.

Initiated by:	[REDACTED]	CCN Reference:	CCZP16A24-2
Source of change:	[REDACTED]	Date CCN Raised by relevant party:	05/11/2018



<u>STAGE 1 - CLIENT</u>			
Summary of proposals/ requirements :	Further to the current contract expiry date of 28 February 2019 the HM Treasury wishes to take up the option of a 12 Months extension to 28 February 2020 as per the Call off. The contract extension will be in line with the current contract terms and conditions, subject to the revised wording, and based upon the initial pricing schedule.		
Proposed payment:	In line with the Terms and Conditions of Contract		
Required delivery date, with rationale:	28 February 2019 (Current Contract Expiry Date)		
Change authorised to proceed to Stage 2 (Customer organisation representative):	[REDACTED]	[REDACTED]	26 th February 2019
	Signature	Print Name & Position	Date
Change authorised to proceed to Stage 2 (CCS representative)	[REDACTED]	[REDACTED]	26 th February 2019
	Signature	Print Name & Position	Date
<u>STAGE 2 – SUPPLIER</u>			
Comments/ caveats on requested change:			
Anticipated period from CCN being authorised by client to start of related provision	<input type="text"/>		



RiskWize Limited confirms that the costs identified above are the agreed figures that will be payable on CCN implementation

Signed (Supplier Representative):	[REDACTED]
Print Name & Position:	[REDACTED]
Date:	28/02/2019

STAGE 3 – CLARIFICATIONS

Clarification/ queries to to supplier regarding their proposals:	[REDACTED]	Date:	[REDACTED]
Supplier response	[REDACTED]	Date:	[REDACTED]

STAGE 4 - CUSTOMER CCN SIGN-OFF TO PROCEED TO IMPLEMENTATION

Variation Withdrawn

By signing below, unless CCN is withdrawn, The HMT agrees to pay RiskWize Ltd the costs detailed in Stage 2, by deadlines agreed with the supplier.

Signed (Customer Representative)	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Signature	Print Name & Position	Date
Change authorised to proceed to implementation (CCS):	<input type="text"/>	<input type="text"/>	<input type="text"/>



Signature	Print Name & Position	Date

STAGE 5 - CCN COMPLETION SIGN-OFF

I confirm that the provision required under the CCN commenced in accordance with the customer requirements and supplier proposals in this CCN.

Date works have been completed/ provision required under the CCN commenced:

06/03/19

Date Signed by Customer:

06/03/2019

Signed
(Customer representative):

[REDACTED]

Print Name & Position

[REDACTED]