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| **CHANGE CONTROL NOTICE (CCN)** |
| **Contract Title:** | HMT Hosting of Legacy Oracle System |
| **Contract Reference:** | **CCSO20A41** | **Contract Change Number:** | **2** |
| **Date CCN issued:** | 23/12/2021 | **Date Change Effective from:** | 01/01/2022 |
| **Between**: The **HM Treasury** (The Customer) and **VERSION 1 Solutions Limited** (The Supplier)1. **The Contract is varied as follows:**
	1. HM Treasury is supported by a shared service function to fulfil all its ICT requirements. The ICT services are provided by the Information and Workplace Solutions (IWS) Team in conjunction with the Authority’s outsourced providers. Planning for the ongoing data management viability will take place in 2022;

* 1. The Contracting Authority is requesting an uplift in value during their contract period, the increase requested is £41,170.00 (excluding VAT). Taking the overall value to £124,918.00 (excluding VAT).
	2. An overview has been taken and this uplift in value is required to include the migration of the legacy system to a new hosting partner, which was not covered in the original contract.
1. Words and expressions in this Change Control Notice shall have the meanings given to them in the Contract.
2. 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.
 |
|  Change authorised to proceed by: (Customer’s representative):  Signature Print Name and Job Title Date05/01/2022REDACTEDREDACTED |
| Authorised for and on behalf of the Supplier: Signature Print Name and Job Title Date05/01/2022REDACTEDREDACTED |
| Authorised for and on behalf of the Customer: Signature Print Name and Job Title DateREDACTEDREDACTED05/01/2022 |

**Amendment to Schedule 1 Services**

**HM Treasury (the ‘CUSTOMER’)**

**Migration of Oracle E-Business Suite onto Oracle Cloud Infrastructure (the ‘Project’)**

**1. INTRODUCTION/BACKGROUND**

CUSTOMER has a requirement to migrate their legacy Oracle E-Business Suite 11.5.10 solution from the Version 1 Private Cloud to Oracle Cloud Infrastructure (OCI). This document has been produced to cover the migration, delivered by Version 1 (‘SUPPLIER’).

There will be one Oracle E-Business Suite environment made available to CUSTOMER within OCI made up of:

• one application server (Oracle Linux 5), to include Oracle Discoverer

• one database server (Oracle Linux 7)

Both servers will be available Monday to Friday, 8am to 6pm.

There will be approximately twenty CUSTOMER users with access to the system for occasional query/ready only purposes, for example for Freedom of Information Requests. There will be no transacting performed on the system.

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| **Cloud Infrastructure Implementation** | Design and deployment of the Oracle Cloud Infrastructure with Oracle Linux operating system. |
| **Migration** | Migration of legacy Oracle E-Business Suite 11.5.10 solution to Oracle Cloud Infrastructure in one iteration. To include the install and patching of Oracle Discoverer on the application server |
| **Testing** | SUPPLIER will carry out a System test as part of the Migration Iteration.  |
| **Backup and Restore** | SUPPLIER will ensure that backup of Oracle E-Business Suite can be restored |
| **Hypercare** | One day support following migration |

1. **NOT IN SCOPE**

The activities that are out of SUPPLIER scope include but are not limited to:

* Management of 3rd party, 3rd party tools, projects, or vendors requirements. All communication with 3rd Party suppliers is the responsibility of the CUSTOMER.
* Resolution of issues in the CUSTOMER network that affect delivery of the migrated application.
* Change management activities. These are the responsibility of the CUSTOMER.
* Any Oracle licencing/subscription activities including payment thereof. These are the responsibility of the CUSTOMER. Oracle Cloud Infrastructure subscription requirements can be found in Appendix 1 of this document.
* No Oracle E-Business Suite or underlying technology patching will be applied as part of this exercise
* Any other BI/Reporting tool other than Oracle Discoverer
* No third-party connectivity requirement
1. **PROJECT PLAN**
	1. **Project Initiation**

SUPPLIER Project Manager and CUSTOMER Project manager will hold a Project Initiation meeting to agree the plan, meetings schedule and any other governance tasks that are outstanding.

* 1. **Design**

A plan of the proposed Oracle Cloud Infrastructure will be produced during the design phase. This will be documented, reviewed with CUSTOMER, agreed, and signed off. The SUPPLIER Cloud Consultant will then deploy the agreed Architecture. This phase will also establish connectivity between the new environment and the CUSTOMER’S locations.

* 1. **Migration**

The migration and will take a copy of Oracle E-Business Suite from the Version 1 Private Cloud and migrate it to Oracle Cloud Infrastructure.

* 1. **System “Smoke” Test**

SUPPLIER will carry out High Level sanity. This will ensure that the instance is viable prior to CUSTOMER users access the migrated system. A TE020 will be created to evidence SUPPLIER system testing.

* Proving Application server connectivity to DB server and vice versa
* Login to Oracle E-Business Suite
* Confirmation of static/migrated data populated in Database.
* Visual inspection of configuration
1. **SCHEDULE/MILESTONES**

The key milestones for this project will be as follows, further details shown below in the commercials section:

* Milestone 1 – Architecture sign-off
* Milestone 2 – Migration sign-off
1. **DELIVERABLES MATRIX**

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| **Milestone** | **Phase/Activity** | **Deliverable** | **Description** | **Owner** | **Reviewer** | **Acceptance Criteria** |
| 1  | Design | Cloud Solution Design | A design Architecture document detailing the proposed OCI solution. | SUPPLIER | CUSTOMER | Design document approved by SUPPLIER Cloud Architect, SUPPLIER Lead DBA and CUSTOMER Project Manager.  |
| 1 | Design | Cloud Solution Deployment | The deployment of the environment as per the design document. | SUPPLIER | CUSTOMER | Operational environment seen and approved by SUPPLIER Lead DBA and CUSTOMER Project Manager.  |
| 1 | Design | On-Premise Connectivity | End-to-End test between the OCI solution and the CUSTOMER’s location. | CUSTOMER/SUPPLIER | CUSTOMER | Confirmation that the OCI solution is visible from the BUYUER’s location. |
| 2 | Migration  | E-Business Suite Back-Up | A back-up of the legacy E-Business Suite application from the Version 1 Private Cloud. | SUPPLIER | CUSTOMER | Back-up success report. |
| 2 | Migration  | Deploy E-Business Suite on OCI | Restoration of the legacy back-up to the OCI solution. | SUPPLIER | CUSTOMER | Successful recovery evidenced. |
| 2 | Migration (Production Iteration) | Smoke Test | Completion of standard SUPPLIER smoke test. | SUPPLIER | CUSTOMER | Successful smoke test evidenced. |
| 2 | Project Closure | Transition Support to BAU | Hypercare Period / Transitioned to BAU | SUPPLIER | CUSTOMER | Handover from SUPPLIER project team to Managed Service team. |

1. **ACCEPTANCE CRITERIA/ SIGN-OFF OF DELIVERABLES**

At each project milestone, a certificate of approval/sign-off will be provided to confirm that the milestone is complete and to the required standards.

1. **SUPPLIER ROLES AND RESPONSIBILITIES**

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| **Role** | **Responsibilities** | **Expected Participation** |
| Project Manager | Planning, Governance and Delivery Assurance. | Part-time |
| Cloud Infrastructure Consultant | Design and deploy the Oracle Cloud Infrastructure Solution. | Part-time |
| DBA | Migration and configuration of the Oracle E-Business Suite application. | Part-time |

1. **CUSTOMER’S ROLES AND RESPONSIBILITIES**

|  |  |  |
| --- | --- | --- |
| **Role** | **Responsibilities** | **Expected Participation** |
| Project Manager | Planning, Governance and Delivery Assurance. | Part-time |
| Networking Resource | -Attend design workshop (where required)-Sign-off Low Level Design -Configure On-premise firewall appliance for VPN connection-Update firewall rules | Part-time |
| Security Resource | -Attend design workshop (where required)-Sign-off Low Level Design  | Part-time |
| Functional Resource | Perform basic functional testing per the auditing and review requirements.  | Part-time |

1. **CUSTOMER OBLIGATIONS**
* The assumption is that as this is a Cloud migration that SUPPLIER will perform all activities remotely, however If SUPPLIER is required to attend CUSTOMER premises in person, the CUSTOMER would undertake to provide office, space, seats, printers, telephones with international dialling enabled for on-site activity.
* Account set-ups, system access privileges and identity management and access to any relevant documentation and systems​.
* Communication of any changes within the CUSTOMER landscape that impact the timelines of the solution​.
* Ensure any 3rd parties are managed in relation to dependencies in the project plan if SUPPLIER is not in direct control​.
* Provision of reasonably skilled and knowledgeable personnel during key phases of the project​ e.g., ensuring on-premises connectivity can be established.
* Provision of a Project Manager or Business Manager to manage the logistics of workshops, review feedback, sign offs and CUSTOMER User Acceptance Testing​.
* In the event that the CUSTOMER fails to deliver its obligations under the Agreement, including the items for which the CUSTOMER is Responsible set out in this schedule, the Supplier shall be entitled to raise a variation request to compensate for idle time, rework or otherwise resulting from the failure by the CUSTOMER to discharge its obligations in a timely manner and the CUSTOMER shall pay the reasonable costs associated with its failure and all delivery dates shall automatically be extended by any period of delay by the CUSTOMER.
* The CUSTOMER will manage all applicable existing third-party systems, internal systems, internal and external suppliers and shall ensure that these systems and suppliers are made available to the SUPPLIER as required. Ensure any 3rd parties are managed in relation to dependencies in the project plan if SUPPLIER is not in direct control.
1. **TIMELINE**

An indicative timeline for the project follows:



Milestone dates are as follows:

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| --- | --- |
| **Milestone** | **Planned Date** |
| Architecture sign-off  | TBC |
| Migration sign-off | TBC |
| Project Closure | TBC |

**12 PROJECT CONSTRAINTS**

1. Assumptions

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| **Assumptions** | **Notes** |
| CUSTOMER holds the required perpetual licenses for Oracle E-Business Suite and the technology stack. |  |
| Only one Oracle E-Business Suite instance will be provisioned on Oracle Cloud. | This will form the Archive solution. |
| One Dual Node architecture will be deployed on Oracle Cloud. | i.e., single database server, single application server. |
| An appropriate System Administrator Responsibility will remain active. | To allow CUSTOMER to control User Access etc. |
| There will be no integrations in or out of the Archive Oracle E-Business Suite instance. |   |
| All reporting requirements will be met by existing Oracle reporting tools. | i.e., Oracle Discoverer |
| One off backup following migration to Oracle Cloud Infrastructure. |  |
| Decommissioning of the existing Version 1 Private Cloud Oracle E-Business Suite instance(s) and infrastructure is the responsibility of SUPPLIER. |   |
| Any CUSTOMER dependencies during the project will be delivered on time. | e.g., on-premise networking. |
| No penetration testing will be required.  | As the Oracle environment is security certified and there are no public facing servers. |

1. Dependencies

The following table lists all known dependencies in the project

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| **Dependency** | **Dependent On (Party)** | **Impact on Schedule/Cost** |
| The migration to Oracle Cloud ERP is completed | CUSTOMER | Delay until reliance on the Oracle E-Business Suite application is removed. |
| On-premise connectivity can be established within the given timeframe | CUSTOMER/SUPPLIER | Delay until connectivity can be established. Potential for cost increase. |
| Successful migration to OCI | SUPPLIER | Delay until migration can be completed. |

**13 COMMUNICATIONS**

1. Project Status Reports

During each stage the Project Manager will issue Status Reports on a weekly basis.  At the end of each stage the Project Manager will produce an End of Stage Report which will provide details of the progress achieved during the stage. This in conjunction with the next Stage plan will be reviewed by the Project Board at a meeting to authorise the next stage.

Each milestone will be signed-off at a meeting attended by CUSTOMER Project Board and SUPPLIER Project Manager as a minimum.

1. Progress Review Meeting

A progress review meeting will be held every week between SUPPLIER Project Manager and CUSTOMER Project Manager. This meeting will cover detailed project progress and review project issues and risks. The SUPPLIER Project Manager will produce a project status report for these meetings.

1. Team Meetings

An operational meeting for the resources will take place weekly. This meeting will review progress, raise issues, and make plans for the coming week.

**14 VARIATION PROCESS**

Any changes to this Schedule shall be agreed by the Parties in accordance with the clause 32, Variation Process, of the Call-Off Contract.

**15 LOCATION OF PROJECT**

It is envisaged that all tasks will be performed REDACTED.

**Amendment to Schedule 2 Call-Off Contract Charges**

Any changes to the estimated number of days will be discussed at the weekly status meetings.

Cost is broken down as follows:

REDACTED

Effort is broken down as follows:

REDACTE

CUSTOMER will be invoiced each month in arrears for the time and outlay necessarily incurred during the preceding month(s) in providing the services under this Agreement (‘T&M’ or ‘Time & Materials’).

If the CUSTOMER does not fulfil their obligations and therefore delays the project plan, this will incur additional cost at the specified daily rates.

**Appendix 1 – Oracle Cloud Infrastructure (OCI) Requirements**

CUSTOMER is solely responsible for the purchase and payment for OCI subscriptions/credits with Oracle.

The OCI subscription/credits required are detailed in the following embedded spreadsheet.

REDACTED