Department for Environment Food & Rural Affairs

CONTRACT CHANGE NOTE 001

Contract Change Note NumberCCN	CCN001
Contract Reference Number and Title	C5410
Variation Title	Continual Improvement works – June and July 2023
Number of Pages	4

Whereas the Equine Register and the Authority entered into a Contract for the provision of Central Equine Database, dated 10/11/2023 (the "Original Contract") and now wish to amend the Original Contract.

It is agreed as follows:

1. With effect from 25/09/2023 the Original Contract shall be amended as set out in this Contract Change Note:

Change Requestor / Originator	Leigh Johnston		
Summary of Change	Continual Improvement works for June and July 2023		
Reason for Change	Additional services		
███████████	███████████		██████
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Revised Specification (see Annex A)			
Revised Contract Period	Unchanged		
Change in Contract Manager(s)	Unchanged		
██████	██████████████		
	████████████████████		
	██████████████		

2. Save as herein amended all other terms and conditions of the Original Contract shall remain in full force and effect.

Signed for and on behalf of Equine Register by:

Name	████████████
Title	████████
Supplier_Signature	████████████

Dated	███████

Signed for and on behalf of the Authority by:

Name	███████
Title	██████
Authority_Signature	████████████
Dated	██████

Annex A

Supplier Proposal:

This request is to support continuous improvement activities to improve the accuracy of the equine herd and owner data held on the Central Equine Database and position the system ready for the next steps. Amongst other things it will allow ER to address the considerable issues with the data rationalization that Defra is aware of.

The work will be conducted on a fixed time and material basis. A 20% discount has been applied to the published G-Cloud 12 rate card.

The work will deliver the following outputs:

- Enabling the recording of Foreign Equines into the core data (CED)
- Resolve outstanding Foreign Equine records (manual process)
- Improving the recording of business owner(s)
- Enabling the recording of co-owner(s)
- Enable the recording of a Lead Owner/Operator in consortium.
- Cleanse current business/co-owner/consortium data (manual process)
- Enable synchronisation and update of GDPR owner requested updates to core data on CED – bringing the CED in line and compliant with the Data Protection Act 2018 against the records in question.
- Resolve data issues caused by lack of PIO updates to DS (manual process)
- Communicate changes and resolutions back to PIOs (manual process)
- Communicate changes and resolutions back to the Owners (manual process)
- Prepare for sprint zero new world to ensure that work covered under this contract variation is optimised in preparation for the new world.
- Evolve data policy to enable mass communication on behalf of Defra/Agencies
- Updating of system documentation and user manuals
- User training by remote workshops as required.

The following work is **NOT** included in costs and will need policy input and direction to quote against:

Managing minors/guardians; Managing dead records; 2 Factor Authentication for all users of the Core Data (CED)

Cost breakdown

Continuous Improvement Activity	Role	G12 Level	Func. Ref	rate	01/06/2023 Cost	June days	01/07/2023 Cost	July days	01/08/2023 Cost	August Days	01/09/2023 Cost	September Days
Strategy, Policy and Management	Director - Technology, Policy and Strategy	_12.7	_SA	1500	16,500	11	15,750	11	8,625	6	15,750	10.50
	PMO Manager	_12.4	_BC	850	9,350	11	8,925	11	14,663	17	13,388	15.75
	PMO Support	_12.2	_BC	600	3,300	6	3,150	5	3,450	6	3,150	5.25
Product Development, CX/UX	Head of Product and UX	_12.7	_SA	1500	3,300	2	4,725	3	5,175	3	4,725	3.15
	Product Manager	_12.5	_SDI	950	-		2,993	3	3,278	3	2,993	3.15
Engineering	Head of Engineering	_12.7	_SA	1500	16,500	11	25,200	17	17,250	12	23,625	15.75

Role											
Head of Development	_12.6	_SDI	1200	13,200	11	25,200	21	13,800	12	18,900	15.75
Senior Back-end Developer	_12.5	_SDI	950	10,450	11	19,950	21	16,388	17	14,963	15.75
Senior Back-end Developer	_12.5	_SDI	950	-	21	19,950	21	16,388	17	14,963	15.75
Senior Database Engineer	_12.5	_SDI	950	-	11	9,975	11	16,388	17	14,963	15.75
Database Engineer	_12.4	_SDI	850	9,350	11	13,388	16	14,663	17	13,388	15.75
Database Analyst	_12.3	_SDI	750	8,250	11	11,813	16	12,938	17	11,813	15.75

Development Operations Engineer	_12.4	_SDI	850	9,350	11	13,388	16	14,663	17	13,388	15.75
Development Operations Engineer	_12.4	_SDI	850	9,350	11	13,388	16	14,663	17	13,388	15.75
Systems Architect	_12.5	_SDI	950	-		15,960	17	17,480	18	15,960	16.80
Senior Security Specialist	_12.5	_SDI	950	10,450	11	15,960	17	17,480	18	15,960	16.80
Quality Assurance Specialist	_12.4	_SDI	850	-		14,280	17	15,640	18	14,280	16.80
Application Architect	_12.5	_SDI	850	-		15,960	19	17,480	21	15,960	18.78

Category	Role												
	Business Analyst	_12.2	_SDI	600	6,600	11	9,450	16	10,350	17	9,450		15.75
Admin Support	Admin Support	_12.2	_SM	600	-		9,450	16	3,450	6	3,150		5.25
	Gross Cost (excluding VAT)			125,950			268,853		254,208		254,153		
	correct values				125,950	268,855		254,212		254,157		**903,174**	
	Discount				20%	20%		20%		20%			
	Net Cost (excluding VAT)				100,760	215,084		203,370		203,326			
	Total Net Cost (Excluding VAT)			**£722,539**									

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