



## Change Control Note

**Contract for the Provision of Health Research Authority Principal  
Operational**

**Systems: Development, Maintenance and Support**

**Change Control Note:**

**First optional +1 (12-month) extension for period 1 April 2019 to  
31 March 2020**

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## **Contract for the Provision of Health Research Authority Principal Operational Systems: Development, Maintenance and Support: Change Control Note (CCN): First optional +1 (12-month) extension for period 1 April 2019 to 31 March 2020**

### **Title of change**

First optional +1 (12-month) extension for period 1 April 2019 to 31 March 2020.

### **Originator**

██████████ Deputy Director of Finance and ██████████ Deputy Director Research Systems

### **Date of Request**

28 November 2018

### **Reason for Change**

Reduction of manpower requirements requested by HRA after the end of 3-year G-Cloud contract 31/03/2019 and this CCN constitutes the first of up to two possible 12-month extensions.

### **Price**

As detailed in contract change.

### **Date of CCN Expiry**

31 March 2020.

### **Details of change**

This is described on subsequent pages.

## Description of CCN

Services must continue to be delivered as per the original contract unless changed by this CCN, recognizing the reduction of developer time from 3 to 2 Senior Developers as included in the original tender document and a further reduction in the Configuration Manager role requested by this CCN.

During the negotiation of this CCN, the Deputy Directors of Finance and Research Systems have requested that this extension needs to focus on the delivery of outcomes, which whilst not exhaustive a number of critical ones are detailed in the table below. BGO have agreed to keep the risk levels as indicated for the level of reduction. HRA and BGO recognise that developer resource is not just used for development work but support within the terms of the SLA (ie out of hours on call support, infrastructure, 2<sup>nd</sup> and 3<sup>rd</sup> line helpdesk support, consultancy, meetings and more) and therefore there is not a 1 to 1 relationship between development hours and developer resource – the latter being higher.

Type of work	Outcome	RAG Status
<b>"Business as Usual"</b>	To ensure any security issues are kept on top of and that the responsibilities in this area for BGO and Vysiion are defined, implemented and closely monitored	
	To ensure that any emergency fixes for HARP and IRAS plus other systems and portals are undertaken	
	To maintain a level of flexibility regarding IRAS developments although apart from current work on Gafrec, ODS codes and MHRA devices there shouldn't be any	
	Ensuring adequate Help Desk cover and a positive experience for all users of the HRA's research systems	
	To uphold the very high levels of system availability and seamless business continuity which includes GFI (e-submissions) support for connected systems (CPMS and HARP)	
<b>"New development activities"</b>	Assistance with exit planning and implementation	
	Assistance with migration and interface activities	
	Assistance with development where required by HRA, for example (work currently being undertaken by BGO around data)	

The amount of budget indicated for development is regarded by the HRA as being variable and a minimum amount required to retain the team and maintain the SLAs as required. The HRA will work with BGO on any

new governance processes for spend on the amount and distribute the development and support efforts between the systems.

## Billing

As we move into a new billing cycle, BGO will produce a new billing format as agreed with the HRA. However, the billing will be invoice in 12 equal amounts as outlined in Para 1.28.1.

## Reference to original GCloud contract and detail of reduction 2019/20

Included here are the paragraphs that are changed by this CCN from the original contract.

### 1.23 Development Services Prices

Table B				If contract extended	
				2019/2020	2020/2021
1.24				£	£
	Number of days	Rate Card *	2016/2017 £	2017/2018 £	2018/2019 £
Development - Development Manager					
Development – Senior Developer **					
Development – Programmer ***					
Infrastructure – Configuration Manager					
Total			721,620	721,620	624,720

\* We have applied discounts of up to 17.5% on our GCloud rates in recognition of the length of the contract. Prices are based on a working year of 228 days per person.

\*\* 4 Senior developers x 228 days = 912 during the years 1 and 2. Reducing to 3 Senior Developers x 228 = 684 days in year 3, and then 2 Senior Developers x 228 days = 456 days in years 4 and 5.

\*\*\* 2 Programmers x 228 days = 456.

## 1.28 Summary of total prices for operational and development services

E: TOTAL PRICE FOR THE OPERATIONAL SERVICES AND THE DEVELOPMENT SERVICES					
	£				
	Year 1	Year 2	Year 3	Year 4	Year 5
	(1 April 2016 to 31 March 2017)	(1 April 2017 to 31 March 2018)	(1 April 2018 to 31 March 2019)	(1 April 2019 to 31 March 2020)	(1 April 2020 to 31 March 2021)
Operational Services Charges (Fixed) From table A above					
Development Services Charges From table B above					
<b>Annual Total</b>					
<b>Total Price for the Operational Services and the Development Services ("Tender Evaluation Price"):</b>					
<b>£ 3,722,400</b>					
<b>Important Note:</b>  The total Price entered here is the Evaluation Price (EP) that will be used to assess the price as part of the evaluation process. This is also the price that should be entered into BMS when returning Tender Responses.					

## Description of Changes

1. A change has been agreed to reduce the configuration manager role from full time to 0.3 of full time from 1 April 2019.
2. Changes to the contract are to replace paragraphs 1.23, 1.24 and 1.28 with the following:

### 1.23 Development and Technical Support Services Prices

Table B

#### 1.24

			2016/2017	2017/2018	2018/2019	2019/2020	2020/2021****
			£	£	£	£	£
	Number of Days	Rate Card*					
Development - Development Manager	■	■	■	■	■	■	■
Development - Senior Developer**	■	■	■	■	■	■	■
Development - Programmer***	■	■	■	■	■	■	■
Infrastructure - Configuration Manager****	■	■	■	■	■	■	■
Total			721,620.00	721,620.00	624,720.00	475,152.00	475,152.00

\* We have applied discounts of up to 17.5% on our GCloud rates in recognition of the length of the contract. Prices are based on a working year of 228 days per person.

\*\* 4 Senior developers x 228 days = 912 during the years 1 and 2. Reducing to 3 Senior Developers x 228 = 684 days in year 3, and then 2 Senior Developers x 228 days = 456 days in years 4 and 5.

\*\*\* 2 Programmers x 228 days = 456.

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\*\*\*\* Provided for consistency with original contract. Will be subject to a separate CCN to be negotiated and signed prior to 1 March 2020.

The prices shown are minimum contract amount for development and technical support services in the 2019/2020 financial year (£475,152.00). HRA may contract additional resource if required, but not less.

## 1.28 Summary of total prices for operational and development services

<b>E. TOTAL PRICE FOR THE OPERATIONAL SERVICES AND THE DEVELOPMENT SERVICES</b>					
	£				
	Year 1	Year 2	Year 3	Year 4	Year 5
	(1 April	(1 April	(1 April	(1 April	(1 April
	2016 to	2017 to	2018 to	2019 to	2020 to
	31-Mar	31-Mar	31-Mar	31-Mar	31-Mar
	2017)	2018)	2019)	2020)	2021)
Operational Services Charges (Fixed) From table A above					
Development Services Charges From table B above					
<b>Annual Total</b>					
<b>Total Price for the Operational Services and the Development Services ("Tender Evaluation Price"):</b>	841,380	841,380	744,480	594,912	594,912

The above shows how the reduction from an original predicted 2019/20 budget of £647,580 has resulted in a revised proposal of £594,912, a further reduction of £52,668

### 1.24.2 Billing

The Total Price for 2019/20 shown in para 1.28 (£594, 912.00) will be invoiced monthly in 12 equal amounts (£49,576) throughout the year. If resource is not used in any particular month it can be accrued for later use to a maximum of 50 person days. The usage of accrued person days has to be agreed at least 2 weeks in advance or for the following month. Accrued unused resource over 50 person days will be written off – this calculation will be done at the end of each month. It will be the responsibility of HRA to ensure suitable


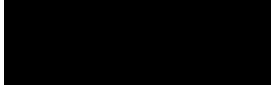
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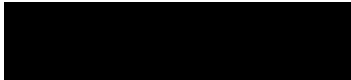




tasking of the developer resource is maintained. Resource not used by the end of the financial year (2019/2020) may be carried forward into 2020/2021 (but no more than 50 person days).

## Authorisation



Signed by the authorized representative of THE AUTHORITY

Name		Signature	
Position	Director of Finance, Procurement and Estates	Date	27th February 2019

Name		Signature	
Position	Chief Executive	Date	28th February 2019

Name		Signature	
Position	Chair of HRA Board	Date	28th February 2019

Signed by the authorized representative of THE SUPPLIER

Name		Signature	
Position	CTO	Date	28 February 2019

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