



Contract variation template

1. Version control

Version no.	Changes made	Made by	Date
1.	Updating Expiry date, Call-Off Contract value, Services and Call-Off Contract value	REDACTED	28 March 2023
2.			
3.			

VARIATION FORM

Contract Reference: CDIO200322

Variation Form No: 1

BETWEEN:

Cabinet Office ("the Customer")

AND

Xansium Consulting Ltd ("the Supplier")

1. This Contract is varied as follows and shall take effect on the date signed by both Parties:
 - a. **The Expiry date shall be amended** to 30 September 2023.
 - b. **The Call-Off Contract value shall be increased** from £485,000 to £727,400
 - c. **Schedule 1: Services** shall be updated to include the additional Services required from 1 April 2023. These are split into three parts as follows:
 - i. **Phase 3** - Implementation of continuous development of the following enhancements:
 1. Add a button to the document library page for mass publication of documents
 2. Documents Upload under each practice area
 3. Edit file name option
 4. Document library accessible to all registered users
 5. Email Alert to peer reviewer organisation
 6. Publish all button
 7. Searchable document library
 8. Document view in browser
 9. Assessment download to Excel format
 10. Restrict opening one continuous improvement plan (CIP) at a time
 11. Add field to cover sheet for no. of staff in commercial function
 12. Add organisation overview text field to cover sheet
 13. Functionality to view list of indicators with queries against them
 14. 20 flexible development days to work on further requirements that may come out of new / existing development with prior

agreement from the SRO & PM within the CCIAF Team & Xansium.

ii. **Phase 4 – Peer Review:**

1. Identify research participants
2. Research plan
3. Invite participants to user research meetings
4. Run research workshops
5. Collate research findings
6. Analyze the research findings
7. Present research findings
8. Identify changes supported by research findings & business
9. Create wireframes encompassing the design changes
10. Present changes for approval
11. Continue to iterate and improve based on user feedback

iii. **Phase 5 – Private to Public Beta, Support and Exit:**

1. Private to Public Beta
 - a. Move the Commercial Continuous Improvement Assessment Framework (CCIAF) service from Private Beta to Public Beta which encompasses passing a GDS service assessment to remain compliant.
 - b. Formulate a strategy for approaching the public beta service assessment and demonstrate how the 14 points of the service standard have been met. This will be demonstrated through the collection of user research, measurement of the service against key performance indicators constructed during alpha, and iteration of the service through development.
 - c. Conduct User Research sessions to ensure all development is user and business led. Run Agile sprints across the end to end process, from Private, through Public Beta. Sprints will be set up in cycles to

organise work loads and tasks associated to the specific sprint agreed prior to the start of the sprint.

- d. Assist in presenting findings to GDS team during a service assessment in order to obtain Public Beta status.

2. Exit

- a. Access to technical artefacts shared via email & Google Drive
- b. Access to platform code via Salesforce & GitHub
- c. Access to up to date user guides and admin guides
- d. Attendance to knowledge transfer & training sessions with Crown Commercial Service (CCS) for 1st and 2nd line support and the new 3rd line supplier
- e. A set period of 2 weeks to provide parallel support & training to the new 3rd line support provider
- f. Any other reasonable activities to support a transition to a new support model

3. Support Activities

- a. Support Cohort 3A from April'23, with mobilisations, self-assessments, peer view and reporting during May, June and July
- b. Support Cohors 1A, 1B, 2A, 2B during CI Planning in May'23
- c. Work with the Standards team and CCS to agree and deliver an end to end support model
- d. Transition 1st and 2nd line support to the new support provider
- e. Continue to provide 3rd line support until end of August'23 to meet the SLAs previously shared
- f. Transition 3rd line support to a new support provider
- g. Assist the data team with the formulation of management reports
- h. Assist with the generation of standard Salesforce reports within the platform

- d. **Schedule 2: Call-Off Contract charges shall be updated** to include fixed costs for the additional Phases as follows:

- i. Phase 3 - **REDACTED**
- ii. Phase 4 - **REDACTED**
- iii. Phase 5 - **REDACTED**

- 2. Words and expressions in this Variation shall have the meanings given to them in this Contract.

3. This Contract, including any previous Variations, shall remain effective and unaltered except as amended by this Variation.

Signed by an authorised signatory for and on behalf of the Customer

Signature	REDACTED
Date	REDACTED
Name (in Capitals)	REDACTED
Address	REDACTED

Signed by an authorised signatory to sign for and on behalf of the Supplier

Signature	REDACTED
Date	REDACTED
Name (in Capitals)	REDACTED
Address	REDACTED