



(Contract Number: 17/01/54)



Change Control Note 001

Title: Amendment to the services contract for the provision of an Online Collection Instrument for Scotland's Census 2021 between Registrar General for Births, Deaths and Marriages for Scotland (the AUTHORITY) and CACI Ltd (the SERVICE PROVIDER) to change to a cloud first based solution for delivering the online data collection element of the OCI services .

Originator and date of the request or recommendation for the change: Originated by the SERVICE PROVIDER in Change Request number 001 on 19 February 2018 (updated on 23 February 2018) in response to the initial discovery discussions with the AUTHORITY at the beginning of the Design and Discovery Phase 1 of this Contract.

Reason for the Contract change:

During the initial discovery discussions at the commencement of the Contract the AUTHORITY suggested the SERVICE PROVIDER could consider a *cloud first based* solution for delivering the online data collection element of the OCI services. [REDACTED]

Details of the Contract change (including any specifications, milestones etc.)

The proposed change to a cloud first based solution has been mutually agreed between the AUTHORITY and SERVICE PROVIDER. [REDACTED]

The AUTHORITY and SERVICE PROVIDER agree Section D - Approved Sub-Contractors of Schedule 4 (*Management Arrangements, Implementation Plan, Key Individuals, Approved Subcontractors and Authority Responsibilities*) of the Contract shall be amended to:

“The Service Provider will provide details of the Sub-contractors for this Section D within 20 Working Days of the date of this Change Control Note 001”.

This is to allow the SERVICE PROVIDER sufficient time to finalise their contractual arrangements with their Sub-contractors.

The AUTHORITY and SERVICE PROVIDER further agree paragraph 4.2 of Schedule 4 (*Management Arrangements, Implementation Plan, Key Individuals, Approved Subcontractors and Authority Responsibilities*) of the Contract shall be amended to:

“4.2 The Service Provider shall submit a draft of the Detailed Implementation Plan to the Authority for approval within 20 Working Days of the date of this Change Control Note 001”.

and

Annex 2 Charging Mechanism and Adjustments in Schedule 3 (*Pricing and Financial*) of the Contract be amended to:

“In accordance with Section A Pricing paragraph 1.2 of this Schedule the Service Provider shall submit a draft of the Milestone Payments plan for inclusion in Table 1 and Table 2 of Annex 2 Charging Mechanism And Adjustments of this Schedule to the Authority for approval within 20 Working Days of the date of this Change Control Note 001”.

This is to allow the SERVICE PROVIDER sufficient time to incorporate the cloud first based solution into the Detailed Implementation Plan and the Milestone Payment Plan.

To fully incorporate this change to the solution, and to ensure the SERVICE PROVIDER has sufficient time to complete the required work in the discovery and design phase of the Contract, the AUTHORITY agrees that the time to complete Phase 1 Discovery And Design be extended by 10 Working Days of the date of this Change Control Note 001.

Price, if any, of Contract change:

None. The overall Price of the Contract is unchanged.

However, the AUTHORITY and SERVICE PROVIDER agree that Schedule 3 (Pricing and Financial) Annex 1 of the Contract shall be amended to:

ANNEX 1: PRICING MECHANISM

Table 1a – SERVICE PROVIDER PERSONNEL RATE CARD FOR THE CALCULATION OF TIME CHARGES (PHASE 1 DISCOVERY AND DESIGN)

Role/Title	Brief description of role	Day Rate £	Number of days	Cost £



Table 1b – SERVICE PROVIDER COSTS FOR MATERIALS CHARGES (PHASE 1 DISCOVERY AND DESIGN)

Materials	Cost
Equipment & Hardware	
Software	
Licensing of 3 rd Party Software	
Hosting, Services Management & Support	
Office & Accommodation	
Travel & Subsistence	
Other (please specify)	

Table 2 – MAXIMUM TIME AND MATERIALS CHARGES (PHASE 1 DISCOVERY AND DESIGN)

Charge Type	Maximum Time and Materials Charges (The Cap) £
Time (Total Cost Table 1a)	
Materials (Total Cost Table 1b)	
Total	

Table 3a – SERVICE PROVIDER PERSONNEL COST CARD FOR THE CALCULATION OF GUARANTEED MAXIMUM PRICE WITH TARGET COST CHARGES (PHASE 2 - REHEARSAL, BUILD AND TEST)

Role/Title	Brief description of role	Day Cost Rate £	Number of days	Target Cost £

Table 3b – SERVICE PROVIDER COSTS FOR MATERIALS CHARGES (PHASE 2 - REHEARSAL, BUILD AND TEST)

Materials	Target Cost £
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Equipment & Hardware	
Software	
Licensing of 3 rd Party Software	
Hosting, Services Management & Support	
Office & Accommodation	
Travel & Subsistence	
Other (please specify)	

Table 4a – MAXIMUM TIME AND MATERIALS CHARGES (PHASE 2 - REHEARSAL, BUILD AND TEST)

Charge Type	Target Cost £	Guaranteed Maximum Price (Target Cost + 10% of Target Cost (£))
Time (Total Target Cost Table 3a)		
Materials (Total Target Cost Table 3b)		
Total		

Table 3c – SERVICE PROVIDER PERSONNEL COST CARD FOR THE CALCULATION OF GUARANTEED MAXIMUM PRICE WITH TARGET COST CHARGES (PHASE 3 - OPERATIONAL READINESS, SCOTLAND'S 2021 CENSUS AND DECOMMISSIONING)

Role/Title	Brief description of role	Day Cost Rate £	Number of days	Target Cost £

Table 3d – SERVICE PROVIDER COSTS FOR MATERIALS CHARGES PHASE 3 - OPERATIONAL READINESS, SCOTLAND'S 2021 CENSUS AND DECOMMISSIONING)

Materials	Target Cost £
Equipment & Hardware	
Software	
Licensing of 3 rd Party Software	
Hosting, Services Management & Support	
Office & Accommodation	
Travel & Subsistence	
Other (Security Operations Centre)	

Exit Costs at Contract End	
Destruction of DATA RECORDS	
Migration of all ACCESS and USER SERVICES Data to the Authority	
Irrevocable and Perpetual licence for the software and access to the source code for modification by the Authority and rights to the Intellectual property inherent	

Table 4b – MAXIMUM TIME AND MATERIALS CHARGES PHASE 3 - OPERATIONAL READINESS, SCOTLAND'S 2021 CENSUS AND DECOMMISSIONING)

Charge Type	Target Cost £	Guaranteed Maximum Price (Target Cost + 10% of Target Cost (£))
Time (Total Target Cost Table 3c)		
Materials (Total Target Cost Table 3d)		
Total		

Timetable for implementation: Implemented immediately

Impact of the Contract change: The change shall improve the overall service delivery of the Online Collection Instrument Contract.

Related issues: It is clearly agreed that this change shall not alter any of the other contractual provisions as covered by the overall Contract dated 2 February 2018.

Signed for and on behalf of the AUTHORITY Signed for and on behalf of the SERVICE PROVIDER

By:

By:

Name: Sue Barber

Name: [REDACTED]

Title: Head of Procurement & Commercial

Title: [REDACTED]

Date: 28 February 2018

Date: 28 February 2018