

Contract Change Note for the Contract Change Procedure

In line with the contract change procedure at schedule 2-7 of the contract dated 23rd December 2009, we request a detailed assessment of the impact of implementing the changes outlined in part one of this form. When signed by both parties this document will become the Contract Change Notice affecting the contract for Ordered Goods and Ordered Services as specified.

In completing this form, please use the accompanying guidance notes.

Change Request Title:	Further extension of current SIA Licencing Operations Contract from 30 September 2014
Originator:	SIA
Business Unit:	SIA Operations Directorate
Expression of Interest (EOI) Approval Date (DDMMYYYY):	TBC
Change Request Approval Date (DDMMYYYY):	TBC
SIA Control No.: (To be entered by Contract Manager)	CR400

1. Requester Information

Proposed Change Description

Description / Problem / Purpose

(The current business problem being addressed - essential to know where the business is moving away from - ensure you detail root problem not just the symptoms)

The purpose of this CCN is to extend the term of the Contract (SIA Licensing Operations Contract) as set out in Annex A to this CCN and to make other relevant changes to apply during the extension.

In accordance with the Contract Change Note signed on 18 January 2013, the Contract is due to expire on 30 September 2014. It is now proposed to extend the Contract term beyond 30 September 2014 on the basis of the terms set out in Annex A to this CCN.

Date required:

3. Change Definition/ Scope:

Primary Products

Description of products/deliverables that define the change. The change will be complete when all products are in place.

P1	
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Critical Success Factors (CSF)

Specific items that must be in place for the change to succeed. These tend to be behavioural/organisational factors.

CSF1	
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Key Milestones (To be completed by Development Team)

Key milestones, detailed milestones can be added as they are known.

Start Date	
End Planning	
End Project	

Assumptions:	Impact:
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Assumptions:		Impact:
A1	[insert assumptions around changes to channels / LDL usage]	

Constraints		Owner
A condition imposed on the project which may impact on the success of the change and may influence planning. An owner may be set against each constraint to provide mitigation.		
C1		

Risks		L'hood	Impact
A potential future event that, if it happens, will have a negative impact on the change. Refer to organisational risk scoring matrix to quantify likelihood of occurrence and impact.			
R1			

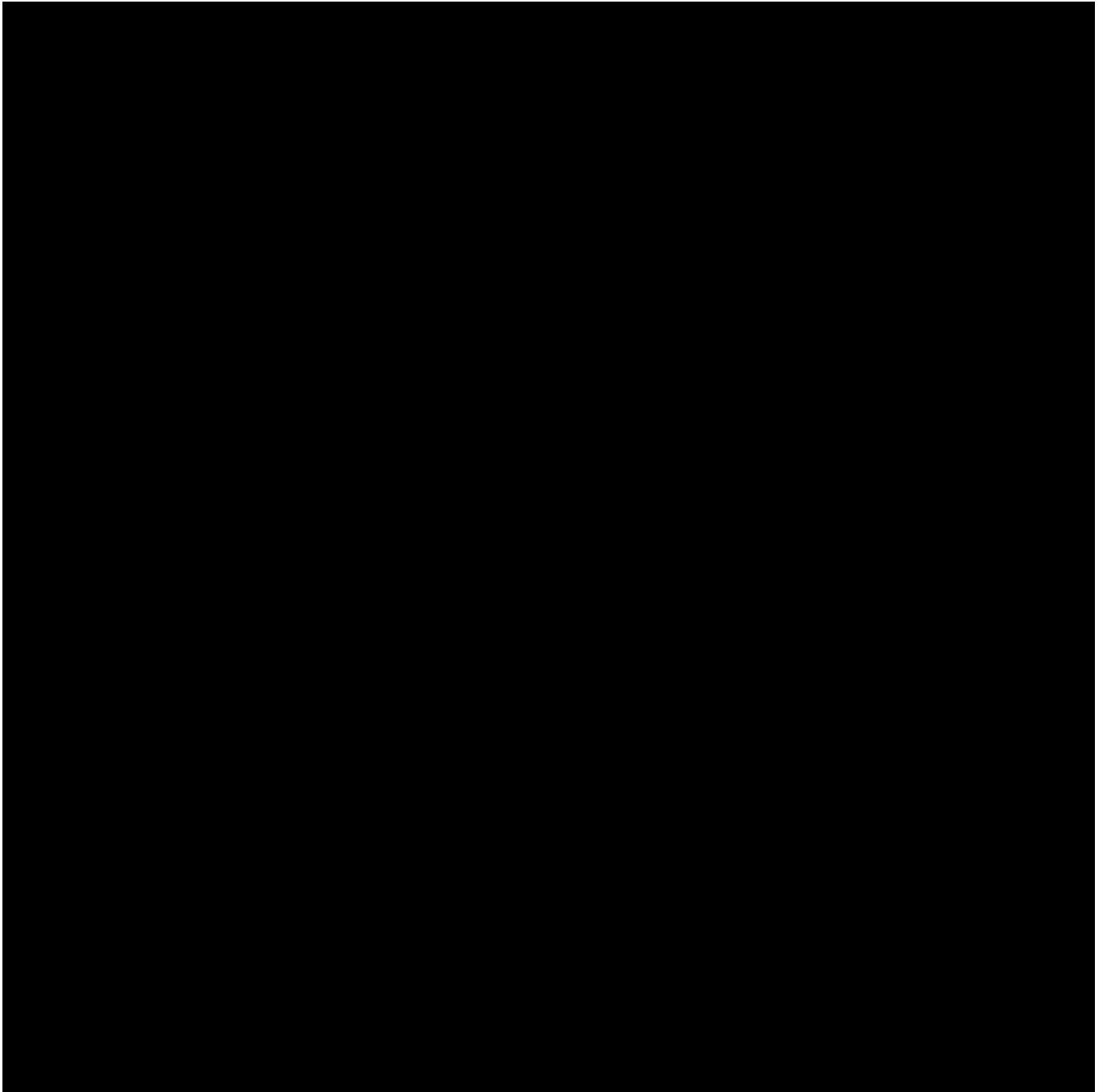
Affected Areas					
Contact Centre	<input type="checkbox"/>	DHC	<input type="checkbox"/>	Licensing	<input type="checkbox"/>
ICT Infrastructure	<input type="checkbox"/>	Marketing	<input type="checkbox"/>	Intelligence	<input type="checkbox"/>
Other – please state	<input type="checkbox"/>				

4. Security Considerations					
Security Implications Identified:					
	Yes	NIA	No	Name	Date
LDL					

5. Approval	
Risk associated with implementing the change:	
Risk associated with not implementing the change:	

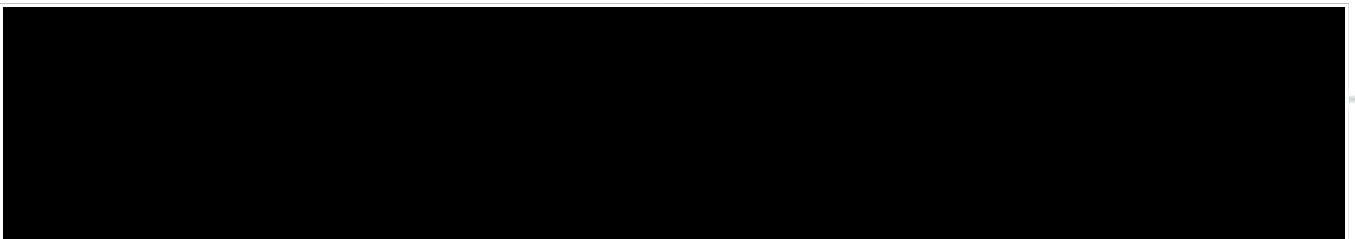
5. Approval			
Proposed Development Priority:			
RFC Sponsor sign off:			
CSCMG Priority:			
Approved:	Yes []	No []	Further information required []

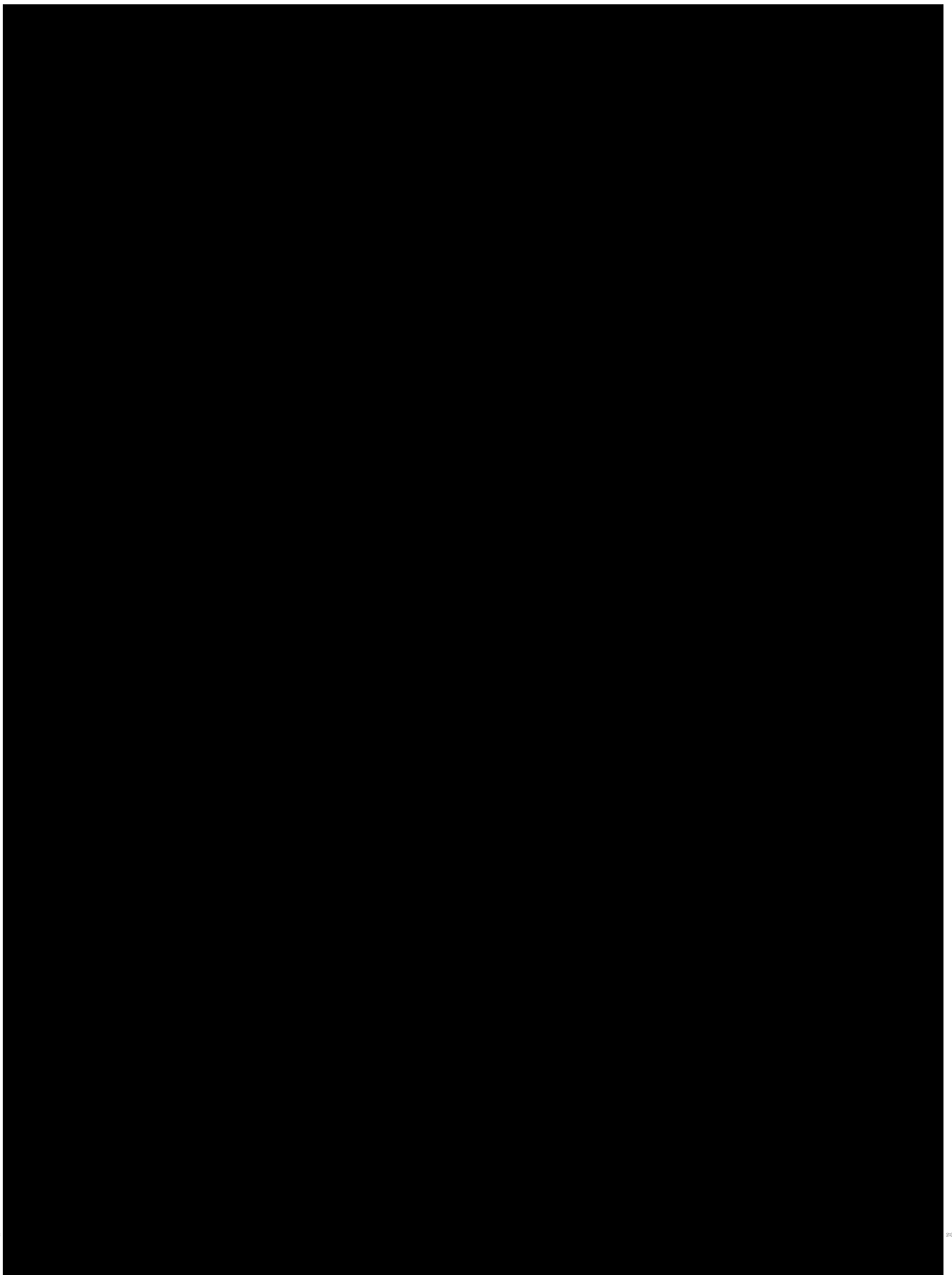
Annex A

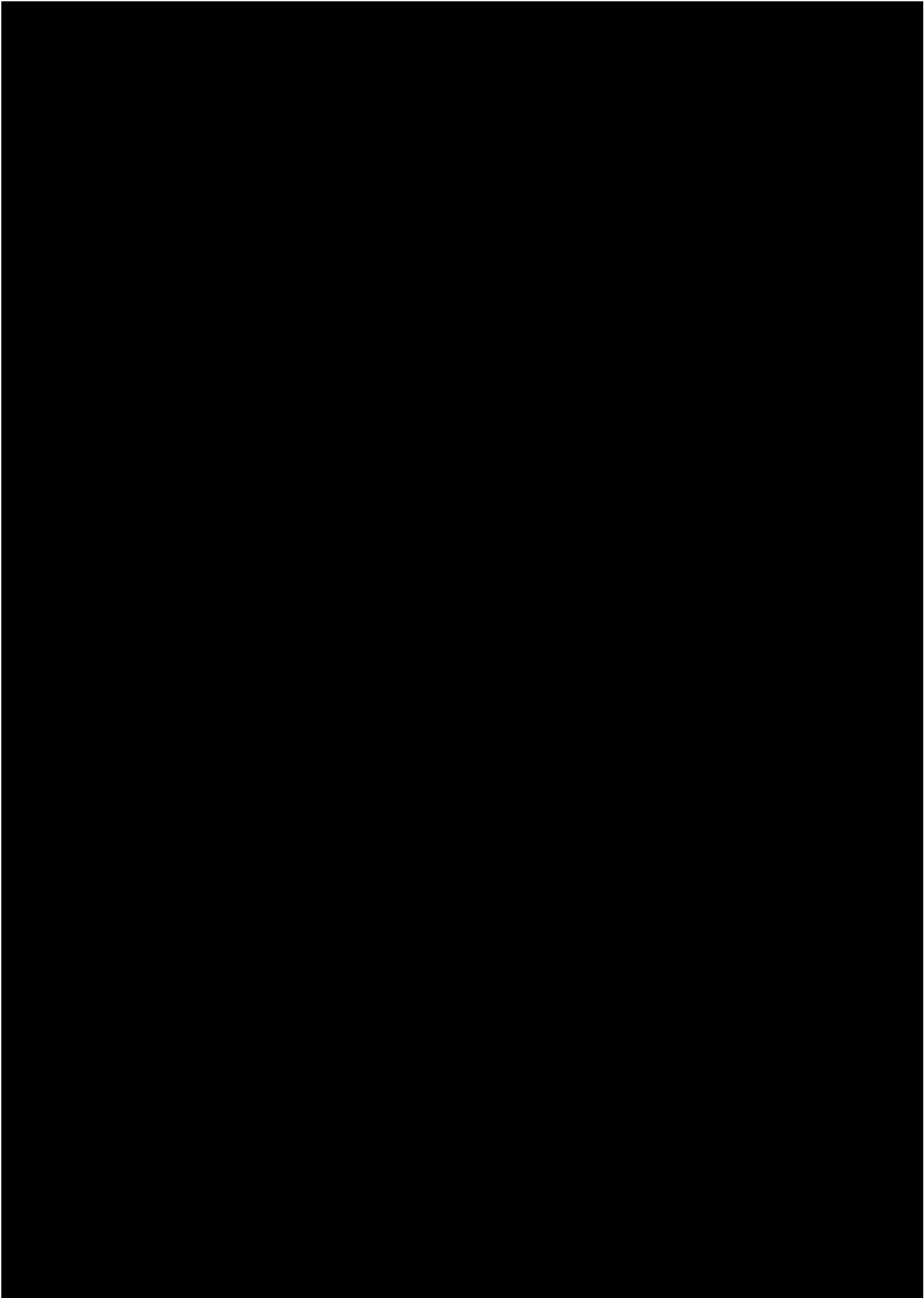


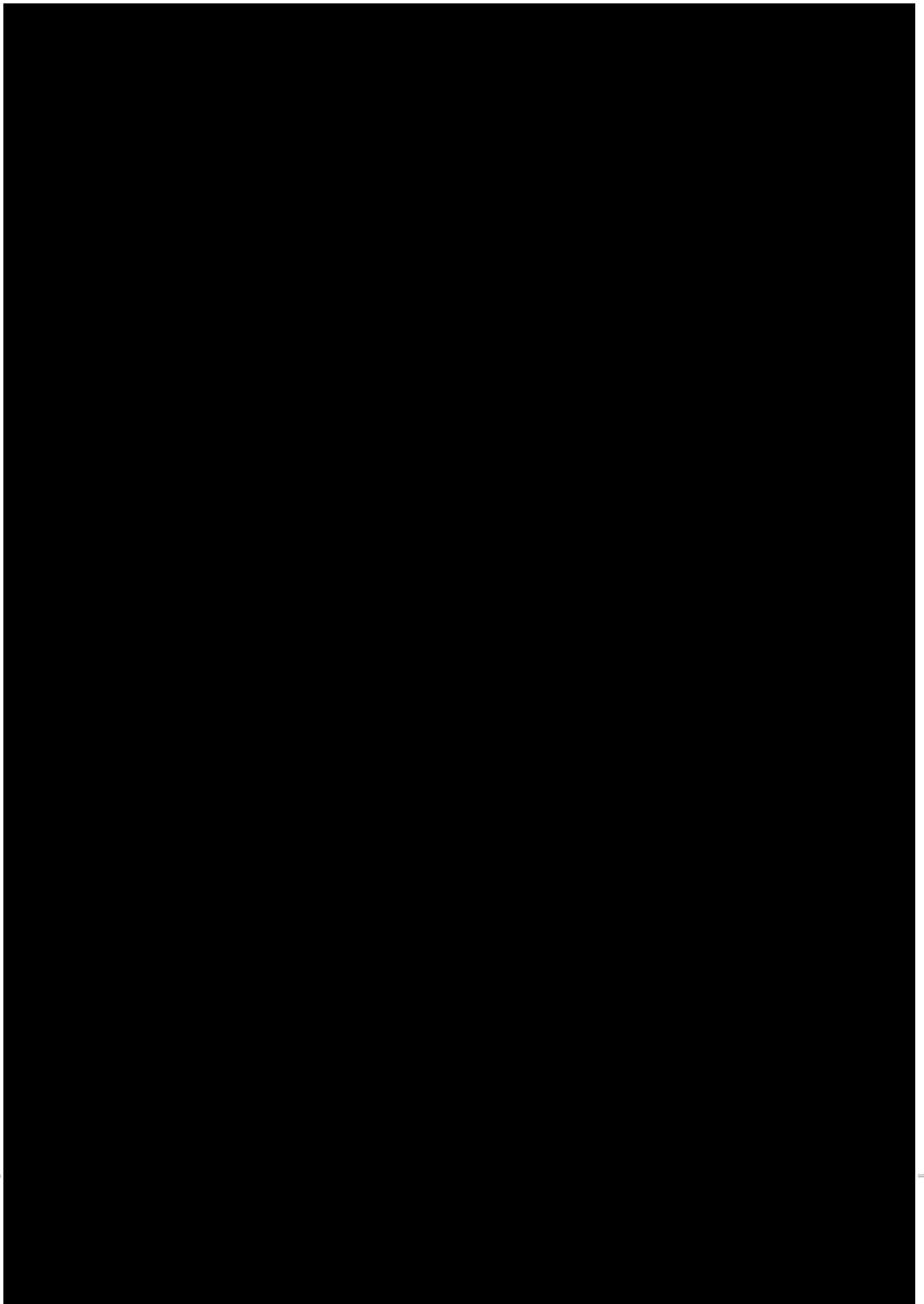
2 Term

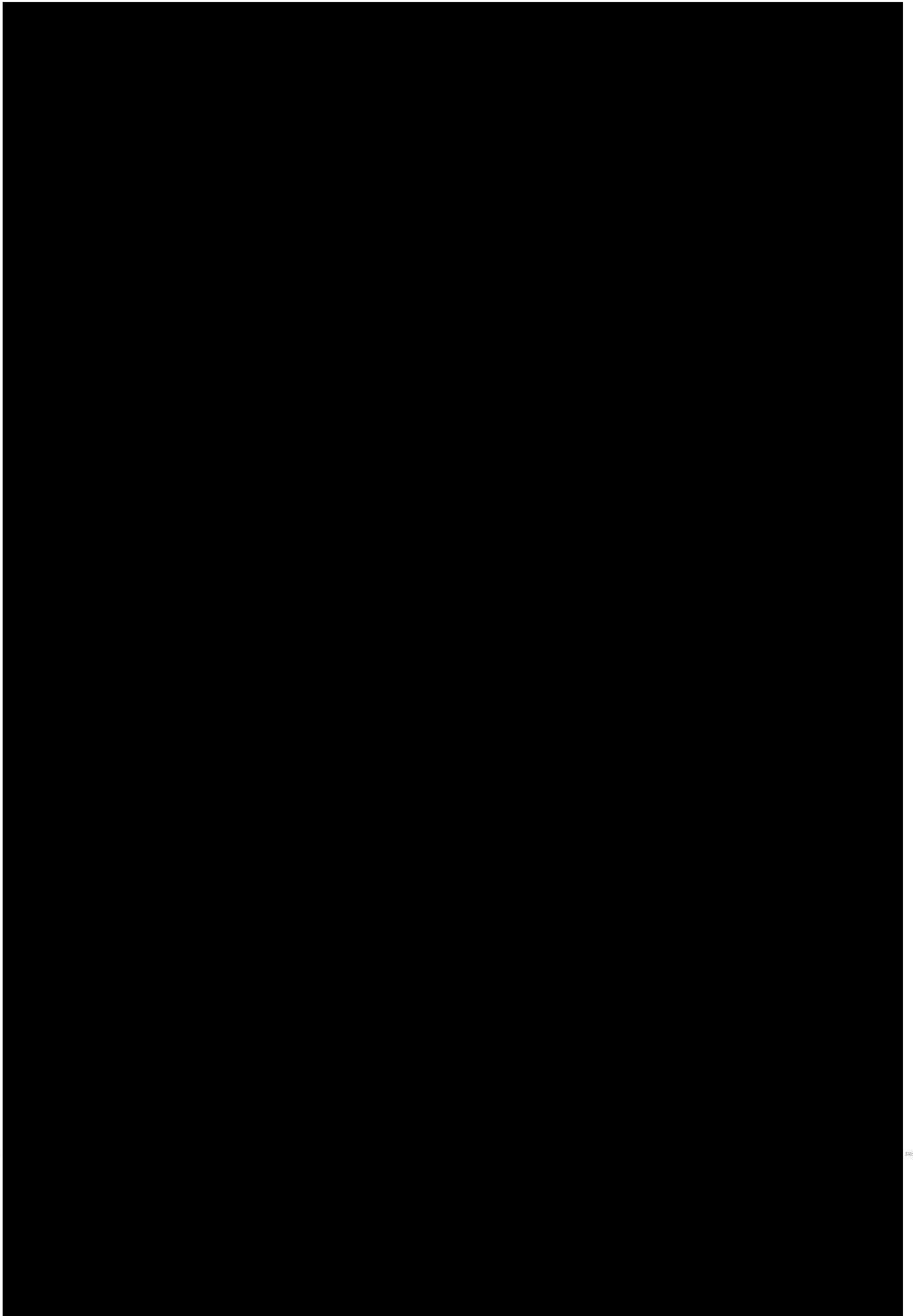
2.1 The Term of the Contract shall be extended until 31st March 2015.

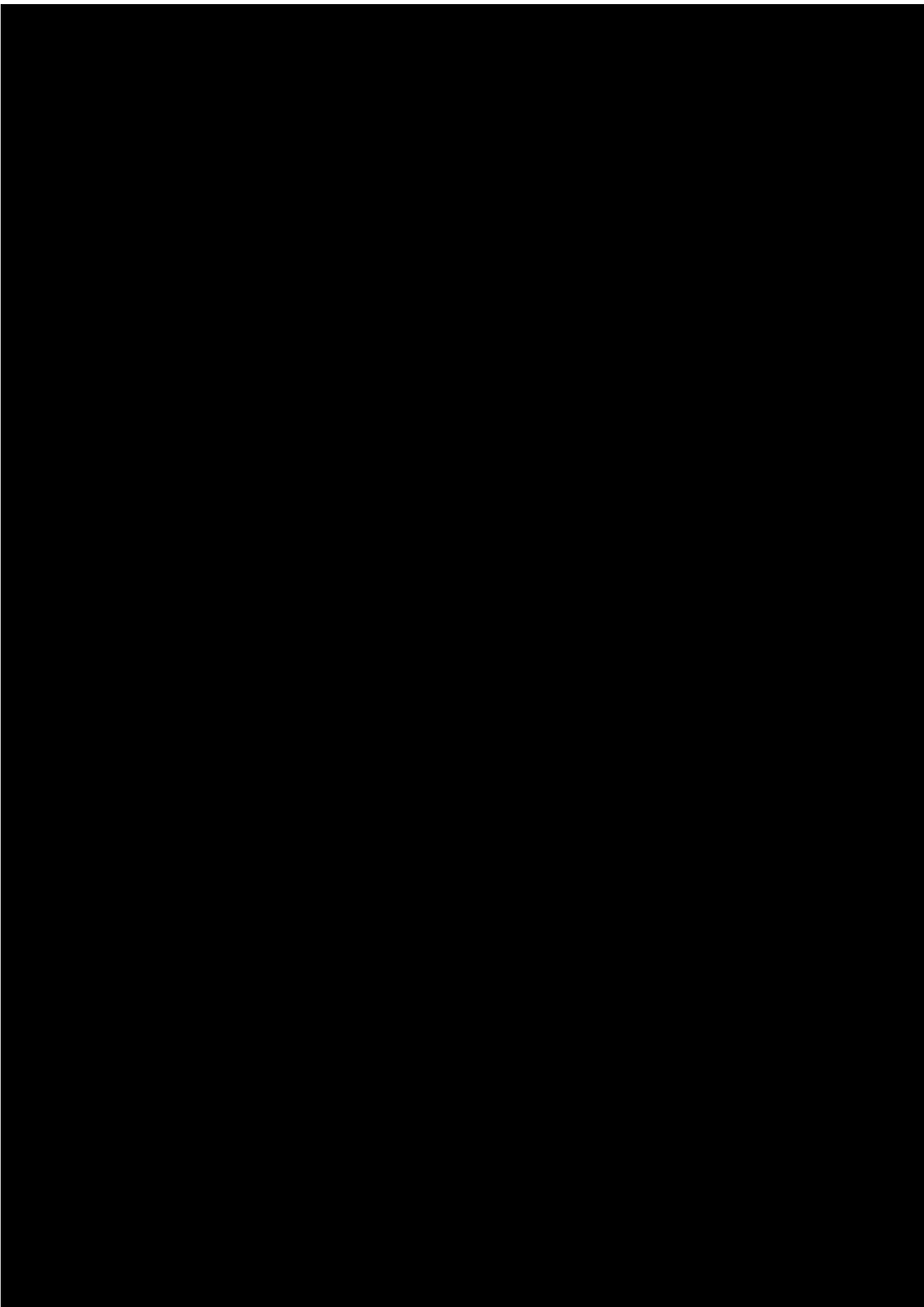


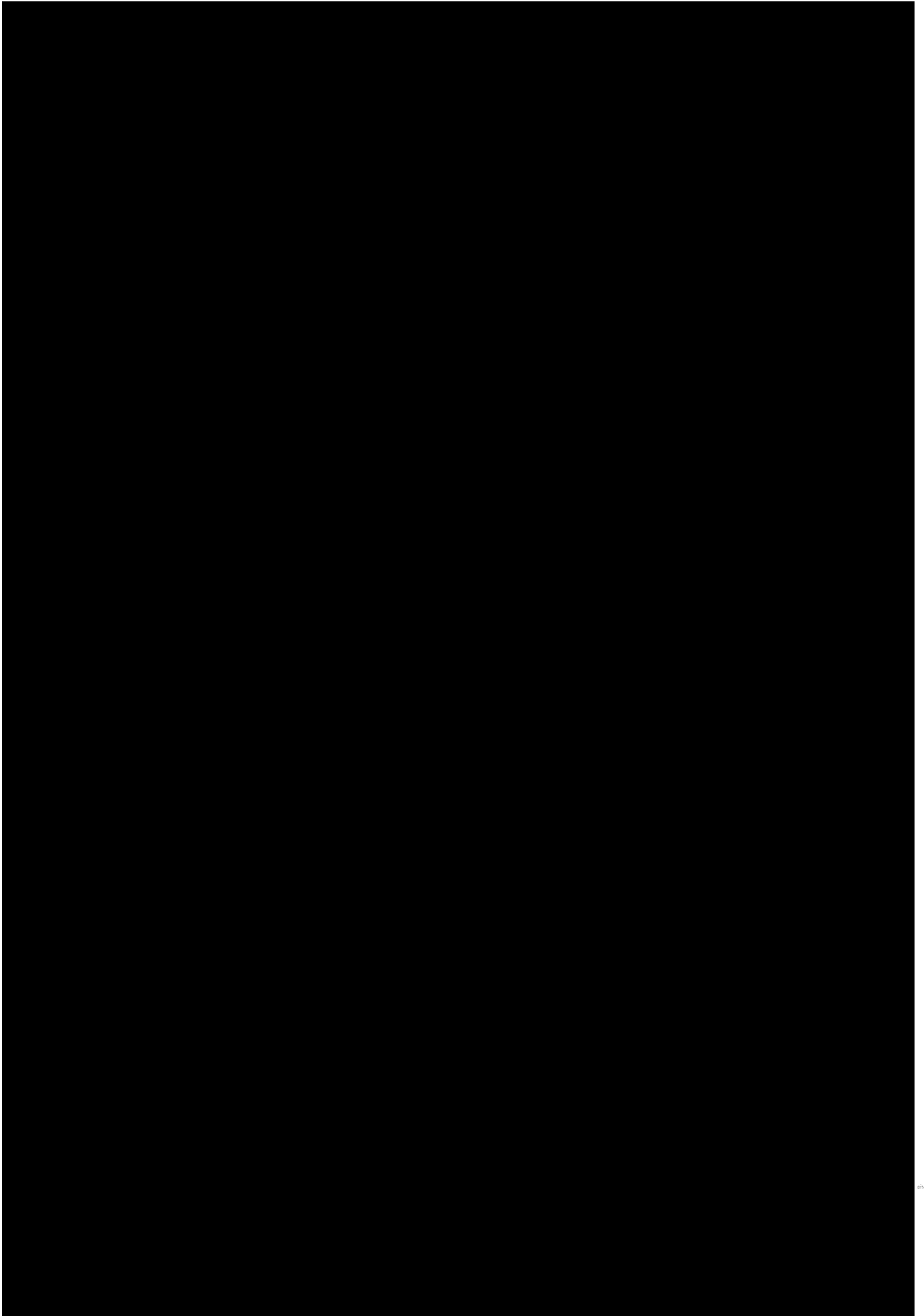


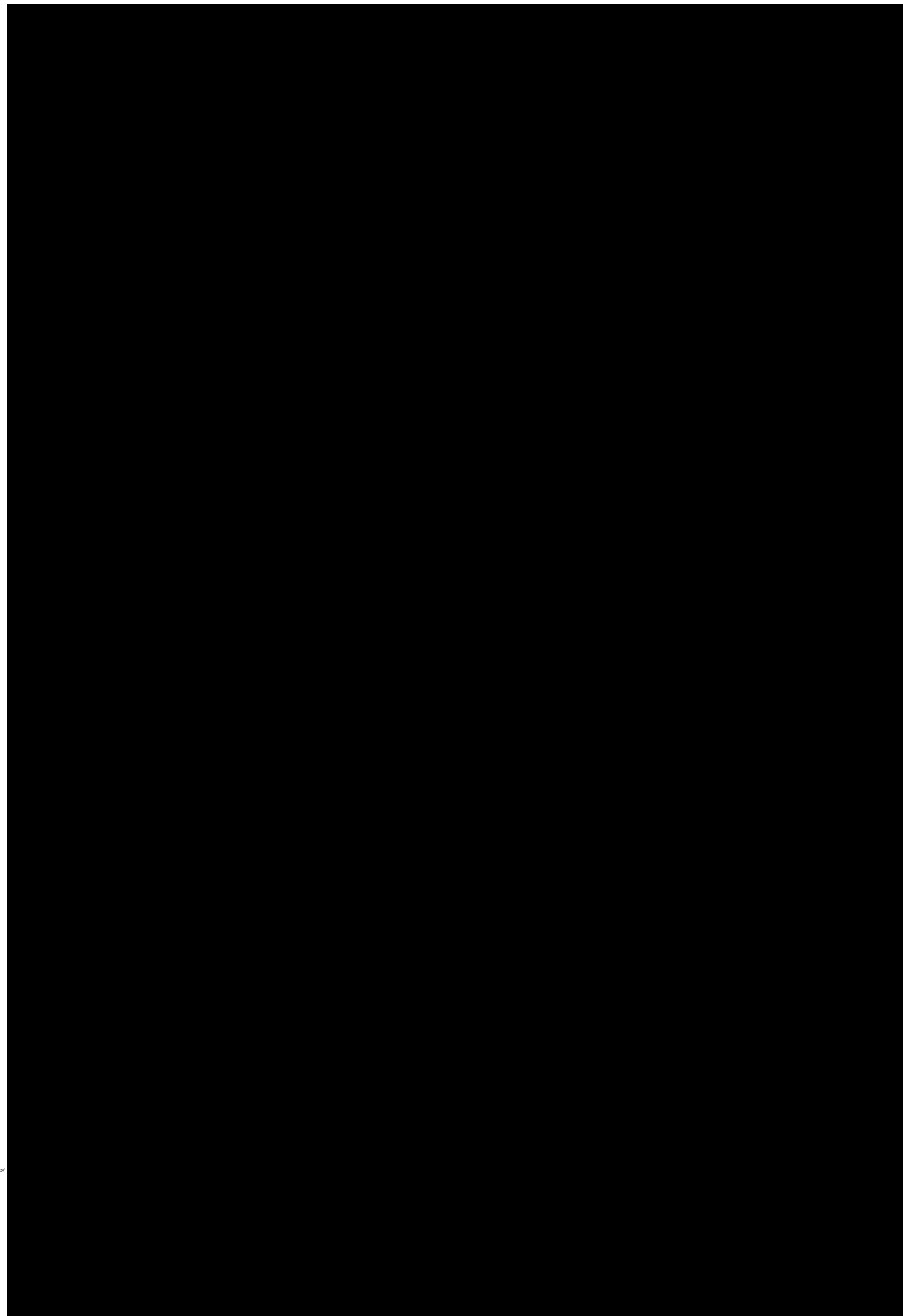






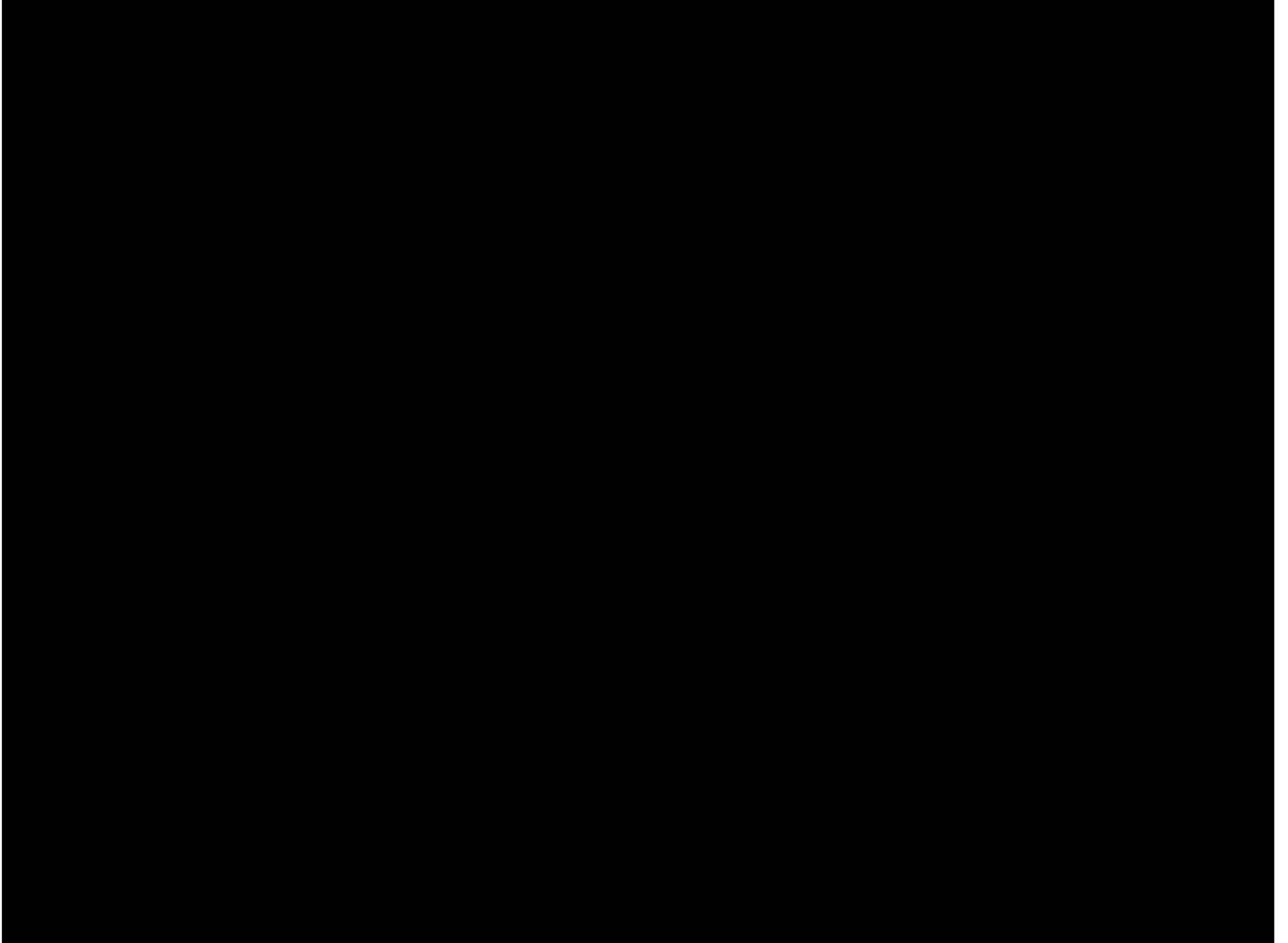


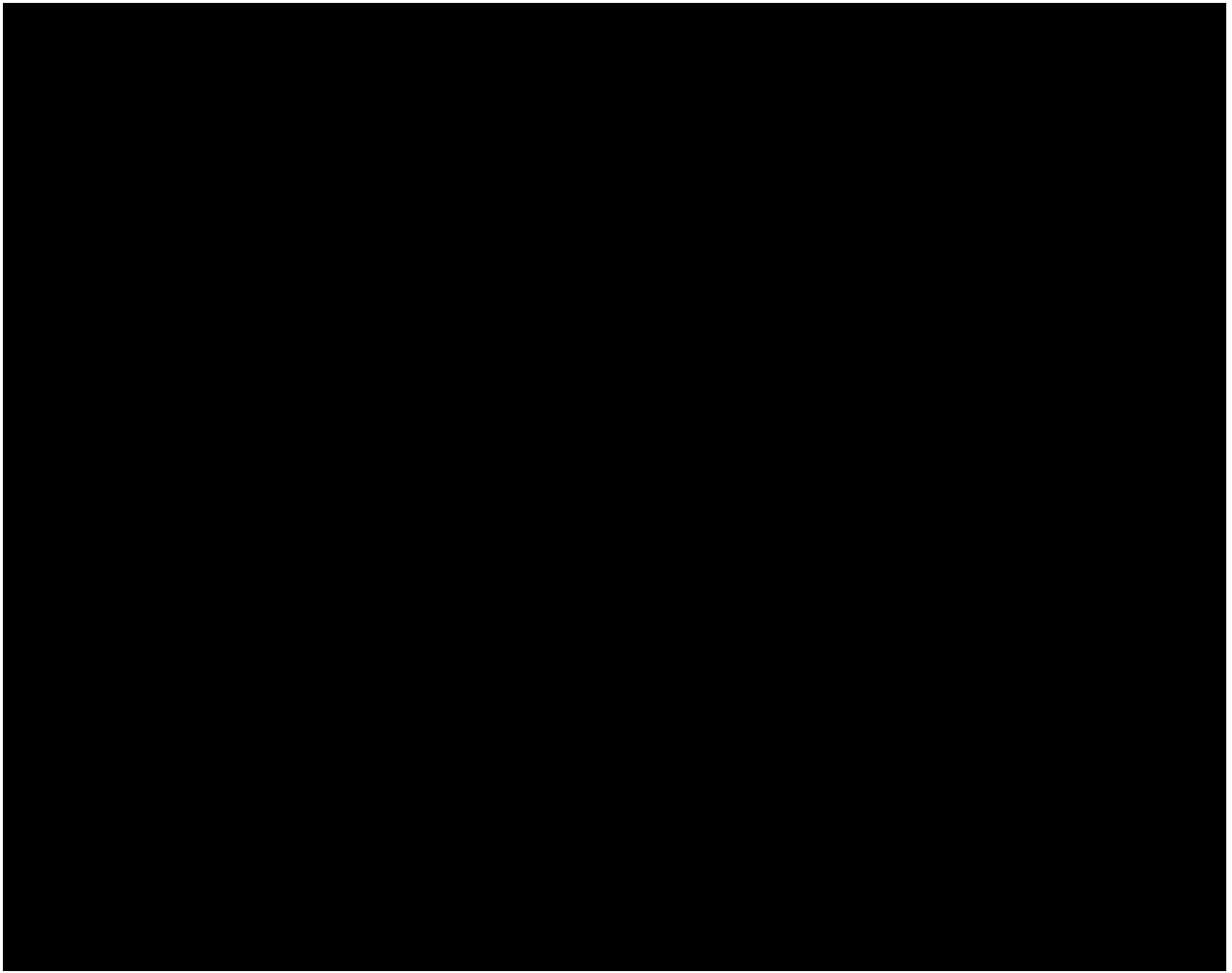


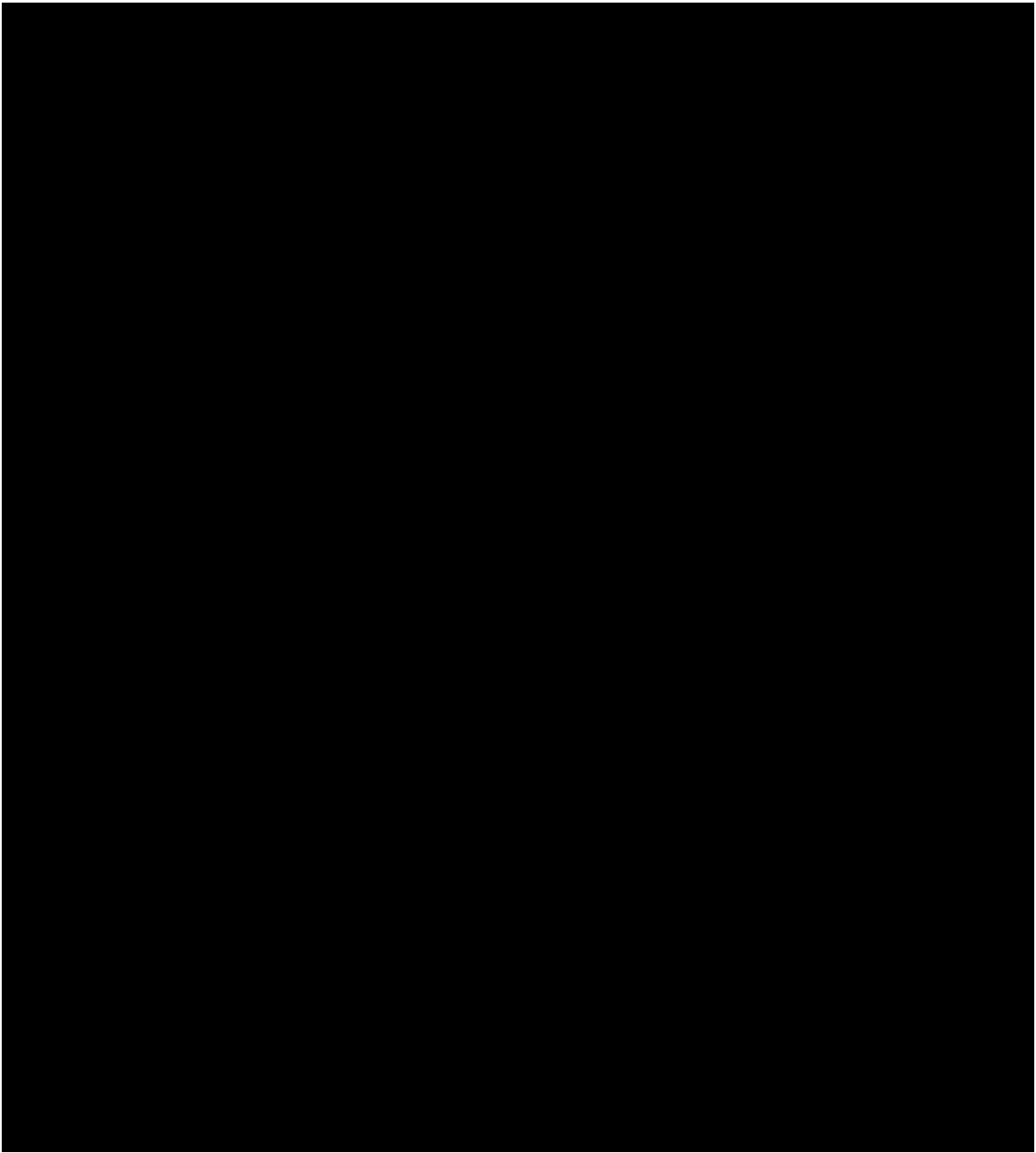


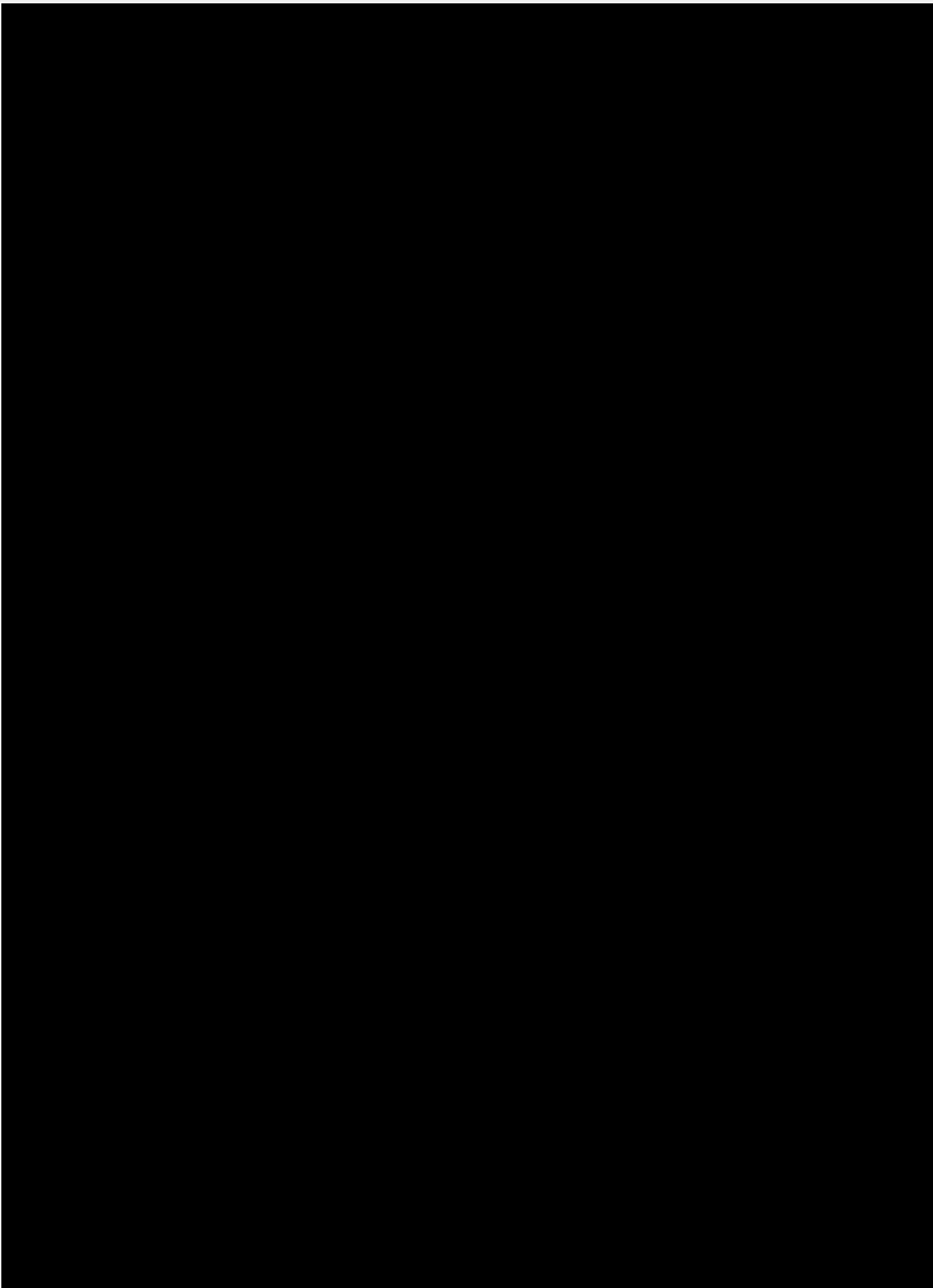


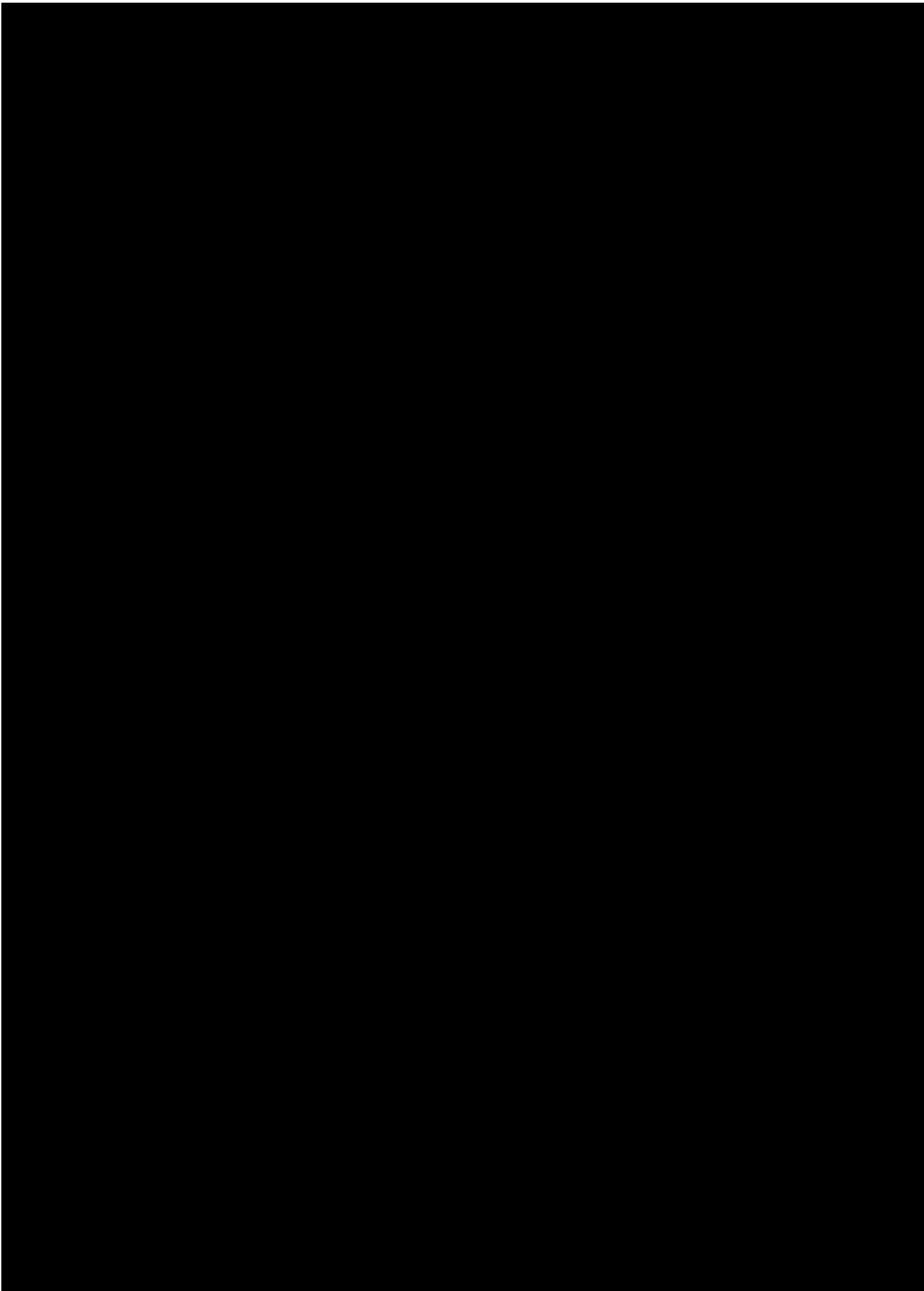
Appendix 1

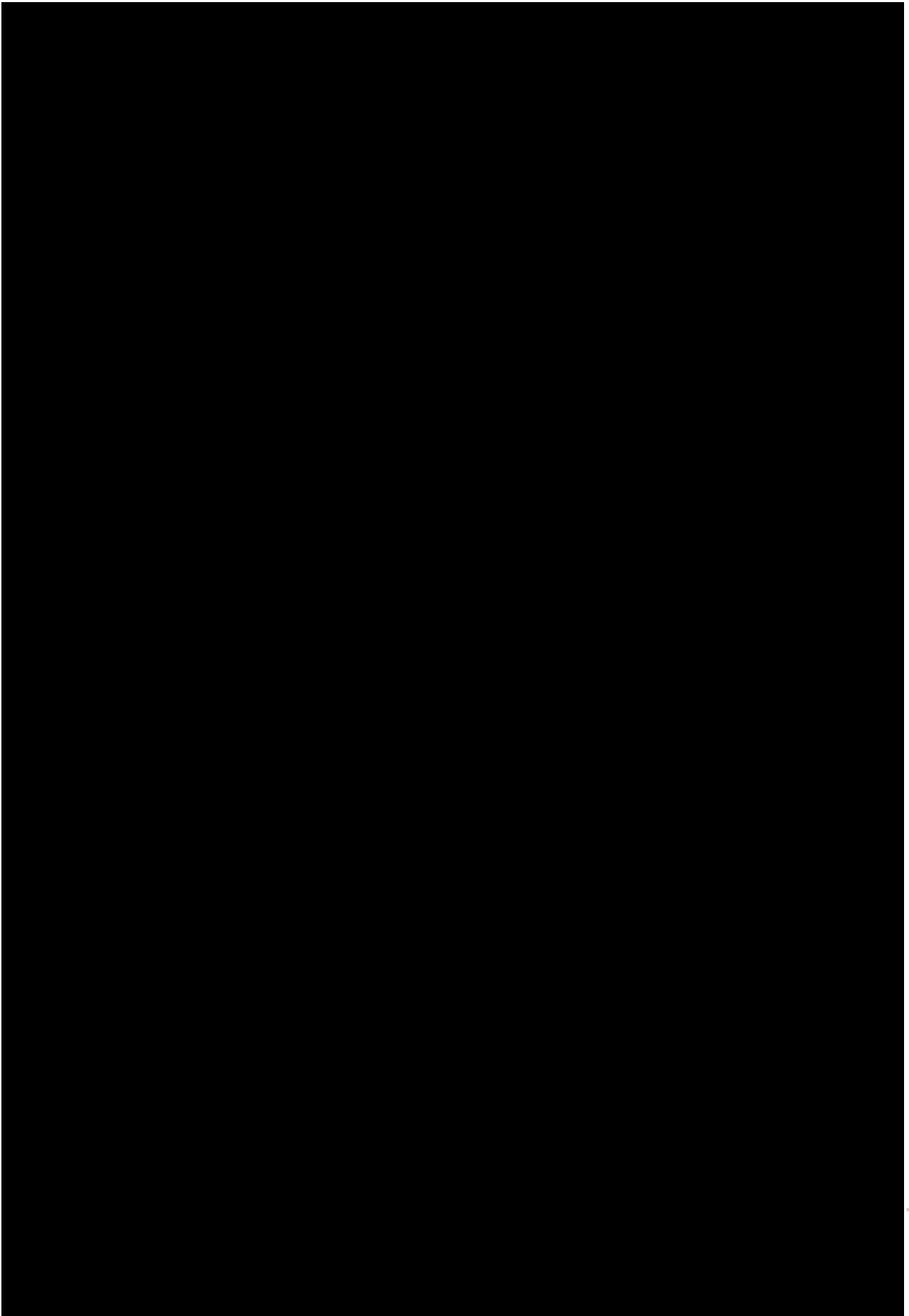












IT IS AGREED as follows:

- 1) With effect from [xxx] the Contract shall be amended as set out below:

See details in Contract Change Notice [xxx].

- 2) Save as herein amended, all other terms and conditions of the Contract inclusive of any previous CCNs shall remain in full force and effect.

Signed for and on behalf of BT/LDL:

Signature:	
Name:	
Title:	
Date:	

Signed for and on behalf of the Security Industry Authority:

Signature:	
Name:	
Title:	
Date:	

IT IS AGREED as follows:

- 1) The Change is accepted by the SIA as delivered to the specification.
- 2) Signed for and on behalf of the Security Industry Authority

Purchase Order No (if req):

Name:

Title:

Date:

27 MAY 2014

Signed for and on behalf of British Telecommunications Plc

