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<b>Fujitsu Services Ltd</b> <b>CHANGE WORK ORDER</b>	CHANGE WORK ORDER NO: 0369 <b>See Change Note 1</b>
CHANGE WORK ORDER TITLE: GLO Architecture Support Draw-down	Fujitsu Services CP NO: 7212 (2655)  Post Office RTQ NO: RTQSR0002990
RELEASE: Release Independent	OFFER EXPIRY DATE: 9 <sup>th</sup> February 2021
CHANGE WORK ORDER RAISED BY: R Bacon	RAISED DATE: 15 <sup>th</sup> January 2021
ATTACHMENTS: <del>YES</del> /NO	NUMBER OF ATTACHMENTS: 0
PREVIOUS CHANGE WORK ORDER NO(S):	N/A
WILL THIS GENERATE A FUTURE CCN: <del>YES</del> /NO	
FUJITSU SERVICES BUSINESS OWNER: R Bacon	
POST OFFICE BUSINESS OWNER: S Balachandran	
SUBMISSION TO POST OFFICE DATE: 19 <sup>th</sup> January 2021	

**SUMMARY OF WORK:**

Following a call with the Post Office PM on 7th January 2021, it was confirmed that there are multiple initiatives being investigated within the Group Litigation Order (GLO) Programme which would require Fujitsu Services Architecture support for reviewing requirements, design work etc. In this meeting, Post Office requested that a draw-down pot for ad-hoc Architecture support be progressed.

All requests for use of this pot must be raised by the Post Office Project Manager with the Fujitsu Services Project Manager in order to ensure this is managed efficiently.

The following applies to this draw-down:

- On receipt of a request, where Fujitsu Services agrees to support a request, it will provide a time and materials estimate to Post Office to carry out the request, which will include PM, legal and other associated resources time.
- Fujitsu Services reserve the right to reject any request
- Any dates offered for the request to be fulfilled are indicative only, and do not comprise a formal commitment.
- Bookings made against this project will be reported back to Post Office monthly in arrears
- If work is underway and the funding available runs out prior to completion, all work will be paused until further funding received
- Any conflict on resources due to operational and/or ongoing project work will be called out and could result in the work on this draw down being re-prioritised.
- Post Office involvement may be required for some work items (i.e. to define requirements), and the appropriate resource should be made available to assist.
- No changes will be implemented under this CWO, this will cover support/design work only. Any requests for implementation must be made via the Change Control Process
- Any work performed under this CWO is based upon requirements from Post Office

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only and does not commit to it satisfying any outcome from the GLO.

**CHANGE WORK ORDER DELIVERABLES:**

This CWO is for the provision of support to Post Office's GLO Programme and provides a mechanism to engage Fujitsu Services resources for Architecture support.

**IMPLEMENTATION TIMEFRAME:**

Exact dates for progression of this change to be agreed between Post Office and Fujitsu Services upon approval of this CWO and supply of a valid Purchase Order.

Changes and/or re-prioritisations of entries in this schedule may be required as a result of potential impacts/conflicts relating to resource and infrastructure caused by this CWO.

In the event that changes to delivery timescales are identified by Fujitsu Services or Post Office, such changes shall be discussed and agreed at the Demand Planning Forum and managed via change control.

**CONDITIONS TO WHICH THE CHANGE WORK ORDER IS SUBJECT:****Acceptance Criteria & Method:**

Requirement: Provision of Architecture resource to support Post Office GLO Programme  
Acceptance Criteria: Actuals supplied monthly in arrears  
Acceptance Method: Document Review

**Dependencies (e.g. Third Party or Technical):**

None

**Post Office Responsibilities:**

Post Office to ensure that all requests for use of this draw-down are raised via the Fujitsu Services PM

**Other:**

The use of this draw-down is likely to draw on resources that are currently engaged in either the PBS or P2C programmes of work. When requesting use of this draw-down, Fujitsu Services will advise estimated timescales of carrying out the request, highlighting any conflict. Post Office will need to agree internally the priority of each request under this draw-down over the other Programmes of work as required.

**PRICE****Time and Materials**

ASM (Development Capacity Resource)

Resources

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Task	Number of Man-Days	Man-Day Rate	Estimated Task Sub Total
Nil			£0.00
<b>Estimated Sub-Total Value</b>	<b>0</b>		<b>£0.00</b>

Resources

Task	Number of Man-Days	Man-Day Rate	Estimated Task Sub Total
Various Draw-down resources*			£50,000.00
<b>Estimated Sub-Total Value</b>	<b>Various</b>		<b>£50,000.00</b>

*\*Potential additional ASM resources*

<b>Resource Estimated Value</b>	<b>Various</b>		<b>£50,000.00</b>
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Other Charges

Task or Materials	Quantity	Price	Item Sub Total
None			£0.00
<b>Other Charges Total</b>			<b>£0.00</b>

Licenses

Description and Term	Quantity	Price	Item Sub Total
None			
<b>Total:</b>	<b>0</b>		<b>£0.00</b>

Summary

Task or Materials	Quantity	Price	Item Sub Total
Resource Estimated Value	1	£50,000.00	£50,000.00
Other Charges	0		£0.00
Licences	0		£0.00
Offset for ASM Development Capacity Resources	0		£0.00
<b>Charges Total: (excluding VAT)</b>			<b>£50,000.00</b>

Indicative Run Costs

Description	Monthly / Quarterly / Annual	Charge	Item Sub Total
None			£0.00
<b>Total:</b>			<b>£0.00</b>

CHANGE WORK ORDER STANDARD CONTRACTUAL TERMS AND CONDITIONS (BP/STD/003 v3.0) APPLY. ADDITIONAL TERMS WHERE AGREED **BY EXCEPTION** ARE STATED BELOW:

None

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OTHER:

The parties agree that the changes detailed in this CWO, including the specific conditions contained in the existing CT template, constitute a legally binding change to the relevant terms of the Agreement, as though the changes and terms were implemented under the current CT form or CCN.

This CWO includes an ASM split of Development Capacity Resources, and an indication of other resources that may become classified as ASM based on the proposal provided to Post Office on 7th August 2019 (to be incorporated into the Agreement by a new CCN covering the amended ASM arrangements from what was detailed in CCN1642). These are subject to

- timing of CWO approval,
- time of implementation and resource utilisation, and
- Post Office advised priority for ASM usage

The above shall be reviewed at the regular ASM Review meeting.

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Fujitsu Services Limited offers to provide the goods and/or services described in this Change Work Order.

Signed for and on behalf of <b>Fujitsu Services Limited:</b>	
Name	Dan Walton
Title	Delivery Executive
Date of Signature	19 <sup>th</sup> January 2021

**Post Office Ltd Acceptance**

Post Office Ltd accepts Fujitsu Services Limited's offer and agrees to purchase the goods and/or services described in this Change Work Order.

Purchase Order Number	
Signed for and on behalf of <b>Post Office Limited:</b>	
Name	
Title	
Date of Signature	

Signed for and on behalf of <b>Post Office Limited:</b>	
Name	
Title	
Date of Signature	