

FUJITSU RESTRICTED
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Fujitsu Services Ltd COMMERCIAL TERMS	CT NO: 2616a
CT TITLE: Suspend Audit purging to October 2020	CP NO: 6804 (2247) Post Office Ref: N/A
RELEASE: Release 18 Maintenance (XR18M)	OFFER EXPIRY DATE: 1 st October 2018
CT RAISED BY: Cameron Houston	RAISED DATE: 10 th September 2018
ATTACHMENTS: YES / NO	NUMBER OF ATTACHMENTS: 0
CONTINUATION CT: YES / NO	PREVIOUS CT(s): N/A
PREVIOUS ROM: YES / NO	ROM REFERENCE: N/A
FUJITSU SERVICES SPONSOR: Cameron Houston	
POST OFFICE BUSINESS OWNER: Mark Underwood	
SUBMISSION TO POST OFFICE DATE: 10 th September 2018	

Part A - Fujitsu Services Offer

Fujitsu Services Limited ("Fujitsu Services") offers to provide, on the Commercial Terms referred to above, the goods and/or services described in the Work Package or Work Package Element detailed below (the "Work Package (Element)").

<i>Signed for and on behalf of Fujitsu Services Limited:</i>	
Name	Helen Venters
Title	Senior Commercial Manager
Date of Signature	10 th September 2018

Part B - Post Office Ltd Acceptance

Post Office Ltd accepts Fujitsu Services' offer and agrees to purchase the Work Package Element on the Commercial Terms referred to above.

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

<i>Signed:</i>	
Name	
Title	
Date of Signature	

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DEVELOPMENT LIFECYCLE STAGE: <i>(strikethrough as not applicable)</i> Stage 1: Strategic Approval Stage 2: Start Up & Feasibility Stage 3: Requirements Analysis Not Applicable		Stage 4: Solution Specification Stage 5: Solution Build & Test Stage 6: Implementation	
Scope of Deliverables: <i>(strikethrough as not applicable)</i> Hardware Software Services		Documentation Other	
COMMERCIAL CHARGE MECHANISM TYPE <i>(strikethrough as not applicable)</i> Time & Materials No Charge Information Only		Fixed Price ASM Other (Specify):	
BUSINESS CASE & SUMMARY OF WORK: <u>Business Case:</u> The audit system stores data for either 7 years or 18 months depending on its type. In recent years, the Post Office have asked to keep the data longer, beyond the standard. Currently it is set at 4 years. As a result, no data is purged each evening however in October 2018 the data will start to be purged. The Post Office have requested that the data is kept an additional 2 years. <u>Summary of Work:</u> A configuration file exists which defines how long data should be kept beyond the standard. The configuration will be changed to cater for the additional 2 years.			
RELATED WORK PACKAGE DESCRIPTION: (the "WORK PACKAGE") The configuration will have the relevant item increased from the current 35040 hours to 52560 hours. This increases the value from 4 to 6 years. This configuration exists on the two audit servers PARC201 and PARC202			
RELATED WORK PACKAGE OUTPUTS: Retention of audit records, that would previously have been deleted			
RELATED WORK PACKAGE ELEMENT(S) (IF ANY): N/A (the "WORK PACKAGE ELEMENT")			
RELATED CCN NUMBER (IF ANY) and TYPE (e.g. Support/Maintenance Costs, CCD Update, Contract Amendment): None			
IMPLEMENTATION TIMETABLE: Exact dates for progression of this change to be agreed between Post Office and Fujitsu Services upon approval of this CT and supply of a valid Purchase Order. This will be based on Fujitsu Service's current understanding of the business requirement, the overall forward schedule (including, but not limited to, Horizon Data Centre Refresh, Test Rigs, etc.) and already approved and scheduled work which may be in progress or due to			

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commence.

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 CT.

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.

STANDARD TERMS AND CONDITIONS APPLICABLE (SUBJECT TO VARIATIONS DESCRIBED BELOW) TO THE WORK PACKAGE OR WORK PACKAGE ELEMENT(S) (AS APPLICABLE) (Incorporated by reference):

CCD entitled "Standard Terms and Conditions for Work Orders" (BP/STD/003 v3.0) applies

(the "AGREED TERMS AND CONDITIONS")

VARIATIONS TO AGREED TERMS AND CONDITIONS:

CONDITIONS TO WHICH THE CONCLUSION OF WORK UNDER THE WORK PACKAGE OR WORK PACKAGE ELEMENT IS SUBJECT

Acceptance (Acceptance Criteria & Method): *Detail criteria and method (as per Schedule B6.3 Annex C) or Requirements Catalogue reference:*

Requirement: The system shall be reconfigured to suspend Audit Data Purging until October 2020

Method: Solution Test

Dependencies (e.g. Third Party or Technical): *Specify dependency and performing party:*
N/A

Post Office Responsibilities: N/A

Other: Post Office will indemnify Fujitsu Services for any claim made or fine imposed on Fujitsu Services by a data subject or any other party in relation to the extended retention of personal data as required under this CT.

CONDITIONS OF THE OFFER SET OUT IN THE SIGNATURE SECTION: N/A

PRICE

ASM Development Capacity

Resources

Task	Number of Man-Days	Man-Day Rate	Estimated Task Sub Total
Design & Development (Senior Systems Engineer)	3.0	£672.00	£2,016.00
Release Management (Unit Leader)	4.0	£888.00	£3,552.00
Release Management (Senior Systems Engineer)	3.5	£672.00	£2,352.00

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Code Integration (Lead System Engineer)	1.0	£789.00	£789.00
Test Execution (Senior Systems Engineer)	1.0	£672.00	£672.00
Estimated Sub-Total Value	12.5		£9,381.00

ASM Capability Wrap Resources

Task	Number of Man-Days	Man-Day Rate	Estimated Task Sub Total
Project Management (Senior Consultant Manager)	3	£1,142.00	£3,426.00
Estimated Sub-Total Value	3		£3,426.00

Resources

Task	Number of Man-Days	Man-Day Rate	Estimated Task Sub Total
Infrastructure Design (Senior Systems Engineer)	0.5	£672.00	£336.00
Estimated Sub-Total Value	0.5		£336.00

Estimated Value	16.00		£13,143.00
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Other Charges

Task or Materials	Quantity	Price	Item Sub Total
Offset for ASM Development Capacity Resources	1	£9,381.00	-£9,381.00
Offset for ASM Capability Wrap Resources	1	£3,426.00	-£3,426.00
Other Charges Total			-£12,807.00

GROSS PRICE	£336.00
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PAYMENT PLAN/TERMS OF PAYMENT:

The resourcing man days to support each activity under this CT will be charged on an 'actuals' Time and Materials basis and with the Other Charges will be invoiced monthly in arrears (e.g. usage). Timesheets will be provided to support invoicing of the man-days. Payment by Post Office is due within 30 days of receipt of invoice.

This CT has been impacted based on an activity estimate. This CT comprises three elements:

- ASM Development Capacity Resources -funded and reported under the ASM arrangement in accordance with the provisions in CCN1639 and CCN1642.
- ASM Capability Wrap Resources - funded and reported under CT2612b.
- Resources - funded on a Time and Materials basis by this CT.

Note - The availability of the ASM Development Capacity Resources and ASM Capability Wrap Resources are managed through the Demand Planning Forum. Depending on the priorities set, the availability of the capacity to deliver this CT may change and additional T&M resources may be required.

There are some instances where the actual effort required to deliver this CT will exceed the estimate and as soon as Fujitsu Services become aware it will liaise with the Post Office CT owner to highlight the predicted over spend and will raise a further CT to cover this once agreement has been authorised.

For the avoidance of doubt, the amounts estimated in respect of individual activities defined in 'Gross Price' (above) may be exceeded, providing the total estimate in 'Gross Price' is not exceeded.

Notwithstanding any rates listed in these CTs, charges will be invoiced at the rates applicable in the Financial Year in which the service is provided.

All sums payable under these Commercial Terms are stated exclusive of VAT.

OTHER:

There is no Programme Governance Charge added by this CT as it is assumed it will be covered by CT2578 "Formalisation of the Fixed Price Programme Governance Charges for the period 1st July 2018 until 30th September 2018". If that is not approved or upon expiry of CT2578, and where no further commercial agreement is reached recovering the Programme Governance charges, then additional charges may apply to this CT, and will be progressed through the Change Control procedure.

This CT2616a replaces CT2616 which was submitted on 2nd August 2018 and which is hereby withdrawn by the submission of this CT2616a.