

FUJITSU RESTRICTED
COMMERCIAL IN CONFIDENCE

Fujitsu Services Ltd COMMERCIAL TERMS	CT NO: 1922
CT TITLE: Suspension of Data Purging	CP NO: 6248 (1691) Post Office Ref: DM0027689v0.1
RELEASE: Release Independent	OFFER EXPIRY DATE: 11 th November 2015
CT RAISED BY: Elizabeth Bailey	RAISED DATE: 15 th October 2015
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: Colin Webber	
POST OFFICE BUSINESS OWNER: Lorraine Lynch	
SUBMISSION TO POST OFFICE DATE: 21 st October 2015	

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	Carol Dunford
Title	Senior Commercial Manager
Date of Signature	21 st October 2015

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>(For PO Ltd Use)</i>	
<i>Signed for and on behalf of Post Office Limited:</i>	
Name	

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Title	
Date of Signature	

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DEVELOPMENT LIFECYCLE STAGE: <i>(strikethrough as not applicable)</i>	
Stage 1: Strategic Approval	Stage 4: Solution Specification
Stage 2: Start Up & Feasibility	Stage 5: Solution Build & Test
Stage 3: Requirements Analysis	Stage 6: Implementation
Not Applicable	
Scope of Deliverables: <i>(strikethrough as not applicable)</i>	
Hardware	Documentation
Software	Other
Services	
COMMERCIAL CHARGE MECHANISM TYPE <i>(strikethrough as not applicable)</i>	
Time & Materials	Fixed Price
No Charge	Other (Specify):
Information Only	
SUMMARY OF WORK:	
<p>The purpose of this CT is to extend the suspension of the Audit and related Service Incident data purging activity (the arrangement for which ended on the 31st August 2015) until the 31st March 2017. Data purging may recommence should Post Office Ltd not agree to these Commercial Terms.</p>	
RELATED WORK PACKAGE DESCRIPTION: (the "WORK PACKAGE")	
<p>Post Office Ltd, via Change Request DM0027689v0.1, have stated that the existing arrangement for Fujitsu to suspend data purging ended on the 31st August 2015. The arrangement was put in place in May 2014 as part of the Branch Support Programme (the programme closed in March 2015), and Post Office Ltd have a requirement to continue with the suspension through to the 31st March 2017.</p> <p>Fujitsu currently have a tactical fix in place to stop the daily data purging job from running, and these Commercial Terms (CT) are to provide cover to extend that tactical fix through to the 31st March 2017.</p> <p>The charges in this CT cover the effort involved in extending the existing tactical fix only.</p> <p>Fujitsu would like to bring to the attention of Post Office Ltd that an alternative more secure solution is available, with the implementation of 'Eternus Dataguard'. This solution would be a permanent one to remove the job from the daily schedule, and to introduce 'Eternus Dataguard' onto existing records. This will provide additional security, ensuring that the records cannot be deleted before they are due to expire. It should be noted though that the Eternus Dataguard solution does not form part of this response, however Post Office Ltd are welcome to request this via an additional CR.</p>	

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RELATED WORK PACKAGE OUTPUTS: Audit and Service Incident files continue to not be purged
RELATED WORK PACKAGE ELEMENT(S) (IF ANY): (the "WORK PACKAGE ELEMENT") N/A
RELATED CCN NUMBER (IF ANY) and TYPE (e.g. Support/Maintenance Costs, CCD Update, Contract Amendment): N/A
IMPLEMENTATION TIMETABLE: Delivery by the 31st August 2015 is requested in the Change Request, however as this date occurs in the past, agreement of a revised date will be subject to the timely signature of the Commercial Terms presented to Post Office Ltd.
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: N/A

CONDITIONS TO WHICH THE CONCLUSION OF WORK UNDER THE WORK PACKAGE OR WORK PACKAGE ELEMENT IS SUBJECT	
Acceptance (Acceptance Criteria & Method): <i>Detail criteria and method (as per Schedule B6.3 Annex C) or Requirements Catalogue reference:</i>	
Requirement ID	001
Requirement	Formally configure data purging to be suspended to the 31 st March 2017
Acceptance Criteria	Data is not being purged
Acceptance Method	Statement of Fact
Dependencies (e.g. Third Party or Technical): <i>Specify dependency and performing party:</i>	

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N/A
Post Office Responsibilities: Management processes and controls required to ensure the security of this data for PCI and ISAE3402 audits will remain the responsibility of Post Office Ltd
Other: N/A

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

PRICEResources

Task <i>(Man-days grades are SMPS, SCM, C)</i>	Number of Man-Days	Man-Day Rate	Estimated Task Sub Total
Project Management	3	£1,153.00	£3,459.00
Estimated Man-Day Total	3		£3,459.00
Task <i>(Man-Hours grades are UL, LSE, SSE, SE)</i>	Number of Man-Hours	Man-Hour Rate	
Security Management	14.8	£135.42	£2,004.22
Audit Management	3.7	£135.42	£501.05
Infrastructure Design	3.7	£84.72	£313.46
Audit Support	29.6	£102.46	£3,032.82
Development Support	3.7	£102.46	£379.10
Integration Management	7.4	£120.55	£892.07
Integration Support	7.4	£102.46	£758.20
Software Configuration Management	7.4	£102.46	£758.20
Test Management	3.7	£120.55	£446.04
Test Support	33.3	£102.46	£3,411.92
Project Support	7.4	£120.55	£892.07
Estimated Man-Hour Total	122.1		£13,389.15
Estimated Total Value			£16,848.15

Other Charges

Task or Materials	Quantity	Price	Item Sub Total
Programme Governance	1	£2,527.22	£2,527.22
Other Charges Total			£2,527.22

GROSS PRICE	£19,375.37
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PAYMENT PLAN/TERMS OF PAYMENT:

The man-days and man-hours (as appropriate) in respect of each activity under this CT will be charged on an 'actuals' Time and Materials basis including where work is required to rectify failures to meet any Acceptance Criteria as listed in this CT and with the Other Charges will be invoiced monthly in arrears. Payment by Post Office Ltd is due within 30 days of receipt of invoice.

This CT was impacted based on an activity estimate to deliver the associated Post Office Ltd RWP/CR and no contingency provision has been included. It is possible that the actual effort required to deliver this CT will exceed the estimate and, should this occur, Fujitsu will raise a separate CT to cover the additional spend unless Post Office Ltd has pre-agreed funding for likely risk elements.

Fujitsu will use reasonable endeavours to give Post Office Ltd early notification if the estimated Time and Materials are likely to be exceeded and a further Work Order is required.

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: N/A