



COMMERCIAL IN CONFIDENCE



<b>Fujitsu Services Ltd</b> <b>COMMERCIAL TERMS</b>	CT NO: 1147
CT TITLE: Retrieval of historical Horizon data	CP NO: 5408 (0851) POL REF: CRO2580
RELEASE: Release Independent	OFFER EXPIRY DATE:
CT RAISED BY: Donna Munro	RAISED DATE: 27 August 2012
FUJITSU SERVICES SPONSOR: Donna Munro	
POST OFFICE BUSINESS OWNER: Simon Baker	
SUBMISSION TO POST OFFICE DATE: ?? August 2102	

**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	Tim Healy
Title	Senior Commercial Manager
Date of Signature	

**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	
Title	
Date of Signature	



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**DEVELOPMENT LIFECYCLE STAGE:** *(strike through as not applicable)*

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:** *(strike through as not applicable)*

Hardware  
 Software  
 Services

Documentation  
 SIP Resources  
 Other

**CONTRACT ELEMENT** *(strike through as not applicable)*

Horizon  
 HNG  
 Both

**COMMENTS:**

An independent review of the Horizon system is being undertaken by an external auditor on behalf Post Office Ltd.

The auditor will require access to the archive data held covering the outlets and timeframes identified by POL, which would be over and above the contractual provision available.

**SUMMARY OF WORK:**

To provide full log details for Help Desk Call Records relating to the following outlets and timeframes stated:-

Office name FAD code, Name	Start date	End date
Hightown - 512323	17.02.05	02.09.10
Great Bowden - 362217	05.06.03	16.11.09
Gurnos - 458611	30.08.08	17.06.11
Castle Hedingham - 168116	14.10.04	09.04.08
Great Staughton - 288230	20.11.00	06.01.10
South Warnborough - 092904	21.10.03	09.03.06
Pleasley - 504227	18.04.09	14.10.11
Dunston - 225329	28.07.05	06.09.12
West Byfleet - 126023	30.06.05	14.01.08
Hockley - 196432	05.05.05	29.11.07
Roch - 329613	08.10.05	05.11.09
Yetminster - 267518	05.05.07	29.09.11

Retrievals total 654 months, based on the following calculations:-

Office name FAD code	Number of Months
Hightown - 512323	67



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<table border="1"> <tr><td>Great Bowden - 362217</td><td></td></tr> <tr><td>Gurnos - 458611</td><td>35</td></tr> <tr><td>Castle Hedingham - 168116</td><td>43</td></tr> <tr><td>Great Staughton - 288230</td><td>110</td></tr> <tr><td>South Warnborough - 092904</td><td>29</td></tr> <tr><td>Pleasley - 504227</td><td>31</td></tr> <tr><td>Dunston - 225329</td><td>86</td></tr> <tr><td>West Byfleet - 126023</td><td>32</td></tr> <tr><td>Hockley - 196432</td><td>31</td></tr> <tr><td>Roch - 329613</td><td>49</td></tr> <tr><td>Yetminster - 267518</td><td>53</td></tr> <tr><td><b>Total number of months:-</b></td><td><b>654</b></td></tr> </table>		Great Bowden - 362217		Gurnos - 458611	35	Castle Hedingham - 168116	43	Great Staughton - 288230	110	South Warnborough - 092904	29	Pleasley - 504227	31	Dunston - 225329	86	West Byfleet - 126023	32	Hockley - 196432	31	Roch - 329613	49	Yetminster - 267518	53	<b>Total number of months:-</b>	<b>654</b>
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<p>The effort required to produce these records is 4 (??) man-days..</p> <p>[4 days for Andy to request data, filter dates, burn to disc and encrypt for the 12 outlets</p> <p>No idea whether 7799 will charge for the provision.]</p>																									
<p>The charges reflect the following activities:</p> <ul style="list-style-type: none"> <li>• To provide help desk calls from both the Powerhelp and TFS systems (records to be output into Excel spreadsheet format).</li> <li>• </li> </ul>																									
<p><b>RELATED WORK PACKAGE DESCRIPTION:</b> (the "WORK PACKAGE")</p> <p>To provide the requested data using the standard retrieval process as for the contracted ARQs detailed in SVM/SDM/SD/0017.</p>																									
<p><b>RELATED WORK PACKAGE OUTPUTS:</b></p> <p>Helpdesk call records provided on a hardware storage drive or CD.</p>																									
<p><b>RELATED WORK PACKAGE ELEMENT(S) (IF ANY):</b> N/A (the "WORK PACKAGE ELEMENT")</p>																									
<p><b>RELATED CCN NUMBER (IF ANY):</b> N/A</p>																									
<p><b>IMPLEMENTATION TIMETABLE:</b></p>																									



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To be agreed between the parties and after supply of the relevant data from Post Office Ltd.

[How long will 7799 take to provide?]

**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):

Delivery and signed receipt of requested transaction and helpdesk call records by Post Office Ltd.

Method: Statement of fact

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

N/A.

Post Office Responsibilities:

- Provide details of offices and required retrieval date to Fujitsu Post Office Account Security team.
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Other: N/A

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

**PRICE**

**Resources**

Task <i>(Man-days grades are SMPS, SCM, C)</i>	Number of Man-Days	Man-Day Rate	Estimated Task Sub Total
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Andy	4		
Consultancy Support (7799)	?		
<b>Estimated Man-Day Total</b>			
Task (Man-Hours grades are UL, LSE, SSE, SE)	<b>Number of Man-Hours</b>	<b>Man-Hour Rate</b>	
<i>Senior Systems Engineer</i>	303.4	£95.24	£28,895.82
<i>Security Analysts</i>	1924	£78.75	£151,515.00
<i>Estimated Man-Hour Total</i>	2227.4		£180,410.82
<i>Estimated Total Value</i>			£182,554.82

#### Other Charges

Task or Materials	Quantity	Price	Item Sub Total
<i>Programme Governance</i>	1	£321.60	£321.60
<i>2TB Portable hard-drive</i>	1	£111.11	£111.11
<i>Other Charges Total</i>			£432.71

<b>GROSS PRICE</b>	£182,987.53
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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



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