

GLA eCounting Project
Change Control Note



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CCN #	010	Agreement #	ICT12858	Date	09/04/2020
CCN Title	Election Postponement – Sunk and Deferred Charges				
Originating Party (Authority/Supplier)	CGI				

The following change is requested to the Agreement as identified above:

Change Request (to be completed by the Originator of the Change)
Description of Change: <p>Client notified the Contractor by email on the 2nd of April 2020 that due to the COVID 19 pandemic, government has delayed the London 2020 elections to May 6th 2021.</p> <p>This CCN covers the sunk and deferred charges associated with the postponement of the election. This will provide a clear baseline for a further CCN (identified as CCN011 Postponement of Election until 2021) which will identify charges, taking into account deferred charges, associated with the move of the elections to 2021.</p> <p>This CCN010 also cancels CCN005 – VE Day additional charges and CCN007 Cold Standby for City Hall.</p> <p>It is assumed that CCN007 will added to the scope of CCN011 Postponement of Election until 2021.</p> <p>For the avoidance of doubt, should the Client decide to proceed with a manual count then then the Contractor reserves its right to re-assess its position and to recover any remaining charges that have been deferred or absorbed by CGI as part of this CCN010.</p>
Reason/Justification for the Change: <p>The COVID 19 pandemic has required government to move the London 2020 elections to May 6th 2021. The Contractor and its suppliers have expended costs that cannot be recovered that are associated with the delivery of the election in May 2020 and have identified charges that can be deferred to May 2021.</p>
Affected Area(s): <p>The Contractor and its subcontractors need to recover their respective sunk costs. The Client wants to understand which charges can be deferred to May 2021 which will form the basis of a future CCN011, as above.</p> <p>CCN005 VE Day will be cancelled and the Contractor confirms no costs are sunk</p> <p>CCN007 Cold Standby has a small element of sunk costs that have absorbed within the charges from Hamilton Rentals and CGI as detailed below.</p> <p>The Client accepts that all deliverables due to date with regard to the May 2020 elections have been met.</p>

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Details of likely impact, if any, of the Amendment:
Agreement on how to treat the sunk and deferred charges to allow a baseline for a future CCN to include all charges for delivering an e-Count in May 2021
Cancellation of CCN005 and CCN007
The Client accepts that all deliverables due to date with regard to the May 2020 elections have been met.
I request that the described change be considered for inclusion in the Agreement Signature Chris Bruce Date 09/04/2020
Change Request approved by the Originating Party: Signature Mark Cobb Date 09/04/2020

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Impact Assessment (to be completed by the Supplier)

The Client has already paid or agreed to pay all Milestones up to and including Milestone 17 totalling £6,923,171.27 leaving £2,067,960.25 as the Contractors "To Go" Charges.

The deferred charges relating to these "To Go" Charges are detailed as below:

Supplier	Scope	Deferred Charges
Hamilton Rentals	Professional Services for remaining support for Kit Readiness Testing and for Delivery and Installation of Kit at Count Sites and City Hall	£252,840.00
Smartmatic	Cost Avoidance on Delivery and Ink/Black print for ballots	£71,939.06
Smartmatic	Professional Services for count day resources and travel costs for remote team for the count day period.	£107,017.73
CGI	Professional Services for Core Team April to May (excl. PM and tech Lead in April)	£65,641.18
CGI	Professional Services for Delivering e-Count	£154,080.88
CGI	Kit	£128,832.41
CGI	Misc. Expenses for base Project and Count Day delivery	£55,533.24
	Total	£835,884.50

The charges that are unable to be deferred are deemed as sunk and include but are not limited to the following high level scope:

Supplier	Scope	Sunk Charges
Smartmatic	Scanner Rental	£575,445.06
Smartmatic	Professional Services	£61,215.09
Hamilton Rentals	Server and Desktop Rental	£394,820.82
CGI	Project Office Accommodation	£55,360.29
CGI	Core Team Professional Services between 13th March and 31st March with PM and Tech Lead Functions to end of April 2020	£123,229.05
CGI	Smartcard Keyboards and USB HDDs	£17,656.18
CGI	Misc. Charges (inc. Azure Subscription for ECP)	£4,349.26
	Total	£1,232,075.75

The Contractor therefore deems the sunk charges to be £2,067,960.25 - £835,884.50 = £1,232,075.75 which is agreed to be paid by the GLA

#	Risk(s)	Mitigation(s)
1	There is a risk to a timely start to work that is essential for a 2021 e-Count if agreement to sunk and deferred charges as	CGI and GLA to resolve questions relating to this CCN010 in a timely fashion to expedite its agreement.

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	per this CCN010 is itself delayed	
Timetable for implementing the proposed Change(s) and proposal(s) for Acceptance		
ASAP		
Price of Change(s) (£), including Schedule of Payments: (Payment in arrears post-delivery)		
£1,232,075.75 payable by end of May 2020		
Supporting Documents:		
Impact Assessment prepared by: Signature Chris Bruce		Date 09/04/2020
Impact Assessment approved by the Supplier: Signature Mark Cobb		Date 09/04/2020
Expiry of validity of the CCN:		Date 15/04/2020
Impact Assessment approved by the Authority:		
Signature Alex Conway Date 15/04/2020		