**Appendix 1**

**Change Proposal Form**

This form should be used by a party who wishes to raise a draft or a formal Change Proposal.

Please complete this form and submit to all relevant party.

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| Document Control | |
| CR Type: | Operational |
| CP Status: | Final |
| For Issue To: | SPAA and DCUSA |
| CR Number\*: | TRAS185 |
| Date Raised | 20 February 2019 |
| Title of Change: | One-off operational report to measure success of TRAS Qualified Outliers |
| Contract Clause to be amended | N/A |
| Version Number: | 0.1 |
| Attachments: |  |

\* Assigned by Change Control Administrator

|  |  |
| --- | --- |
| Originator details | |
| Party Name | ElectraLink |
| Party Change Administrator: | Michelle Simpson |
| Telephone number: | 07770 702950 |
| Email address: | Michelle.simpson@electralink.co.uk |

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| CP Details | |
| SPAA and DCUSA Parties believed to be impacted: | None |
| Summary of Change: | The 2018 Performance Assurance Report referenced an exercise to quality check a sample of TRAS Qualified Outliers.  TIG members agreed that a ‘one off’ report should be produced to aid this exercise. Whilst TRAS conversion rates are reported at an aggregate level currently, the undermentioned lower level data is required and should be provided to ElectraLink (both anonymised and non-anonymised) as follows:  Provide a report showing by Supplier and in aggregate, the total number of unique Q/Os submitted to the Supplier since the onset of the service, the number and % of accessed Q/Os and at which investigation stage these are currently residing (number and % at each stage).  **Experian are thereby requested to impact assess this requirement.** |
| Related CRs | None |

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| Proposed Solution: |
| A one-off report showing by Supplier and in aggregate, the total number of unique Q/Os submitted to the Supplier since the onset of the service, the number and % of accessed Q/Os and at which investigation stage these are currently residing (number and % at each stage)  Sample view of the report below: -   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Supplier** | **Total unique QO's** | **Number accessed** | **Access rate as %** | **Investigation status** | **Investigation status as %** | | Supplier 1 |  |  |  |  |  | | Supplier 2 |  |  |  |  |  | | Supplier 3 |  |  |  |  |  | | Supplier 4 |  |  |  |  |  | | Supplier 5 |  |  |  |  |  |   1 x day analyst @ £919.75 per day = £919.75  0.25 test analyst @ £432.83 per day = £108.20  TOTAL £1027.95 |

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| Impact Assessment |
| Please provide an Impact Assessment including details of the impact of the proposed change on the TRAS service, the Service Provider's ability to meet its other contractual obligations and any variation to the terms of the TRAS Contract that will be required in relation to (where applicable):   1. **the Service Description and the Service Levels;**   **n/a**   1. **the format of Recipient Data;**   **n/a**   1. **the Milestones, Implementation Plan and any other timetable previously agreed by the parties;**   **n/a**   1. **other services provided by third party contractors to the Recipients, including any changes required by the proposed change to SPAA and DCUSA's IT infrastructure;**   **n/a**   1. **details of Service Provider fees of implementing the proposed change;**   **£1027.95**   1. **details of the ongoing Service Provider fees required by the proposed change when implemented, including any increase or decrease in the TRAS Charges, any alteration in the resources and/or expenditure required by either party and any alteration to the working practices of either party;**   **n/a**   1. **a timetable for the implementation, together with any proposals for the testing of the change;**   **n/a**   1. **details of how the proposed change will be compliant with an applicable Change in Law;**   **n/a**   1. **other impacts identified by the TRAS Service Provider; and**   **n/a**   1. **such other information**   **n/a** |
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| Proposed Implementation Date: |
| Month: April/May Year: 2019  Other (please give reasons): |
| **Actual Implementation Date** |
| Upon receipt of fully signed CCN |

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| Business Justification for change: |
| The change is required to fulfill the recommendation in the 2018 Performance Assurance Report recommendation, with a view to measuring the success of the TRAS Qualified Outliers. The report will be utilsed by TEG members to determine further recommedations following completion of the analysis |

**Appendix 2**

**Change Authorisation Note**

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| **CR NO.:** TRAS185 | **TITLE:** Measuring TRAS QO Performance | **DATE RAISED:** 22/02/19 |
| **PROJECT:** TRAS | **TYPE OF CHANGE:** Operational | **REQUIRED BY DATE:** [dd/mm/yy] |
| **KEY MILESTONE DATE:** [if any] | | |
| **DETAILED DESCRIPTION OF CONTRACT CHANGE FOR WHICH IMPACT ASSESSMENT IS BEING PREPARED AND DETAILS OF ANY RELATED CONTRACT CHANGES:**  n/a | | |
| **PROPOSED ADJUSTMENT TO THE CHARGES RESULTING FROM THE CONTRACT CHANGE:**  n/a | | |
| **DETAILS OF PROPOSED ONE-OFF ADDITIONAL CHARGES AND MEANS FOR DETERMINING THESE (E.G. FIXED PRICE OR COST-PLUS BASIS):**  TOTAL £1027.95 | | |

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| SIGNED ON BEHALF OF DCUSA | | SIGNED ON BEHALF OF SPAA | |
| Signature: |  | Signature: |  |
| Name: |  | Name: |  |
| Position: |  | Position: |  |
| Date: |  | Date: |  |
|  | | | |
|  | | | |
| **SIGNED ON BEHALF OF SERVICE PROVIDER** | |
| Signature: |  |
| Name: |  |
| Position: |  |
| Date: |  |