

## VARIATION TO CONTRACT

**CONTRACT TITLE:** Agreement for the provision of CMA / CitA Getting Closer to Consumers (the "Contract")

CONTRACT REF: PROC 288-2021

VARIATION No:001

DATE: 13.03.2023

### **BETWEEN:**

**Competition and Markets Authority (CMA)**  
**&**  
**Citizens Advice**  
(the **Service Provider** or **CitA**)  
together the "Parties"

### Background

1. The Parties entered into the Contract on 11 October 2021 under which CitA provides training to support the CMA Getting Closer to Consumers Programme.
2. The Contract's Completion Date is stated as "30 November 2022 or when the Services are complete in accordance with the terms of this Agreement, if later". As the Services for year 1 were not complete by 30 November 2022, the Parties agreed that the Services would continue to be performed until 31 March 2023.
3. The Parties now wish to extend and vary the Contract to allow for 8 new delivery centre visits to take place from 1 April 2023 to 31 March 2024 (year 2). Furthermore, the classroom-style workshops that were due to take place under the Contract in year 1 were unable to go ahead and will now take place from 1 April 2023 to 31 March 2024 (year 2).

This variation is effective from 1 April 2023.

The Contract is varied to accommodate the fulfilment of services as Follows:

1. In clause 1.1, the definition for Completion Date shall be deleted and replaced with the following:

“means 31st March 2024 or when the Services are complete in accordance with the terms of this Agreement, if later”

2. In the Key Personnel (if any) section of Schedule 1, CitA’s key personnel will be deleted and replaced with:

[REDACTED]

3. In the Specification section of Schedule 1, under the heading ‘Senior management and key staff visits’ and after the word ‘exercises’, the following will be inserted:

**“Year 2 Delivery - from 1 April 2023 to 31 March 2024”**

Further to the above, the CMA undertakes to pay for at least eight further staff visits (approximately one per month, missing out August and December for summer holidays and Christmas respectively and with 3-6 people per visit) in the format described above from 1 April 2023 to 31st March 2024.”

4. In the Specification section of Schedule 1, under the heading “Classroom- style workshops”, the following will be inserted:

“The Classroom visits will be delivered from 1 April 2023 to 31st March 2024 (year 2).”

5. In the Specification section of Schedule 1, under the heading “Classroom- style workshops”, the paragraph beginning with “The Estimated number” will be deleted.

6. In Schedule 1, the section entitled 'Timeline:' will be deleted and replaced with the following:

"No more than 8 weeks post Commencement Date – Pilot first senior staff visits  
3-5 months post Commencement Date – Review/ redesign

Any face to face delivery (this includes both local office visits and in-person classroom sessions) is dependent on Covid-19 restrictions. CitA reserves the right to postpone any face to face activity that they deem too high-risk until a date where delivery can go ahead safely. This right applies notwithstanding any government guidance in relation to Covid-19 as CitA has a duty of care to all staff and visitors."

7. In the Specification section of Schedule 1, under the paragraph entitled 'Evaluation', the following will be inserted:

"CitA will provide an Impact Evaluation report 1 month after completion of the Services."

8. In Schedule 2, the following shall be inserted:

**"Charges for delivery from 1 April 2023 -31 March 2024 (year 2)**

Payment will be made in a split 50:50 payment , as follows:

Invoice 1: Due on Commencement Date/ start of project £12,922.50 plus VAT

Invoice 2: Due at halfway point £12,922.50 plus VAT

It is agreed that the costs for the classroom-style workshops already paid in year 1 will be rolled over to delivery of those classroom-style workshops in year 2 (1 April 2023 - 31 March 2024)."

9. Words and expressions in this Variation shall have the meanings given to them in the Contract.
10. The Contract, including any previous Variations, shall remain effective and unaltered except as amended by this Variation.

**SIGNED:**

For: Competition and Markets Authority

For: The Contractor

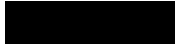
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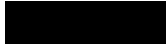
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