



**Contract Management Guidance – Template #10
CHANGE CONTROL FORM- Extensions – v. 5**

Contract Name:	Provision of WRAP Training Updates	Contract Ref. No.	SB 289
-----------------------	------------------------------------	--------------------------	--------



<u>CLIENT CHANGE NOTICE (CCN)</u>
--

Initiated by:	REDACTED	CCN Reference:	SB 289-02
Source of change:	REDACTED	Date CCN Raised by relevant party:	07/09/2017

STAGE 1 - CLIENT

Summary of proposals/ requirements :	<p>The original contract commenced on 19th September 2013 and was 3 year Contract with 2 additional 1 year extension options. The original expiry date was the 16th September 2016 and the first extension was implemented and is due to expire on the 16th September 2017.</p> <p>Home Office wishes to make a contract technical extension valuing £125,000.00 ex.VAT to extend the expiry date to the 15th September 2018. This extension will utilise the last extension option from the original Contract documentation.</p> <p>REDACTED</p> <p>Both the Terms and Conditions and the Scope of the required services will not change.</p>
--------------------------------------	--

Proposed payment:	In line with the Terms and Conditions of Contract
-------------------	---

Required delivery date, with rationale:	<i>In line with the original terms and conditions and the new proposed expiry date of 16th September 2018.</i>
---	---



Change authorised to proceed to stage 2 (Customer organisation representative):	REDACTED	REDACTED	12/09/2017
	Signature	Print Name & Position	
Signature	REDACTED	REDACTED	11/09/17
Print Name & Position			
Date			
Change authorised to proceed to Stage 2 (CCS representative)			
	Signature	Print Name & Position	Date

STAGE 2 – SUPPLIER

Comments/ caveats on requested change:

--

ABORTIVE COSTS :

N/A

Anticipated period from CCN being authorised by client to start of related provision

--

Tenboss confirms that the costs identified above are the agreed figures that will be payable on CCN implementation

Signed **(Supplier Representative):**

REDACTED

Print Name & Position:

REDACTED

Date:

14/09/17



STAGE 3 – CLARIFICATIONS

Clarification/ queries to
to supplier regarding
their proposals:

Date:

Supplier response

Date:

STAGE 4 - CUSTOMER CCN SIGN-OFF TO PROCEED TO IMPLEMENTATION

Variation Withdrawn

By signing below, unless CCN is withdrawn, the Home Office agrees to pay the Tenboss the costs detailed in Stage 2, by deadlines agreed with the supplier.

Signed
(Customer
Representative)

Signature

Print Name & Position

Date

Change
authorised to
proceed to
implementation
(CCS):

Signature

Print Name & Position

Date

STAGE 5 - CCN COMPLETION SIGN-OFF

I confirm that the provision required under the CCN commenced in accordance with the customer requirements and supplier proposals in this CCN.



Date provision required
under the CCN
commenced:

Date Signed
by Customer:

Signed
(**Customer
representative**):

Print Name &
Position