



Contract Change Note (“CCN”)

CCN Number	003
Contract Reference Number & Title	CR_3399 CONTRACT FOR THE PROVISION OF INTERIM FINANCE SPECIALISTS TO THE DEPARTMENT FOR BUSINESS AND TRADE.
Variation Title	Extend Assistant Finance Business Partner Contractor
Number of Pages	2

WHEREAS the Contractor MLC Partners Limited and the Authority, Department for Business & Trade, entered into a Contract for Provision of Interim Finance Specialists to Department for Business & Trade, dated 26th March 2024 (the "Original Contract") and now wish to amend the Original Contract.

IT IS AGREED as follows

1. The Original Contract shall be amended as set out in this Change Control Notice (CCN):

Change Requestor / Originator	DBT Commercial
Summary of Change	<p>Extension of contingent labour (██████████) to cover SEO Assistant Finance Business Partnering (AFBP) gap in the Business Group FBP team.</p> <p>This is to extend the contractor for the AFBP position at Grade SEO contained within the original contract (RM6277) for a further 63 working days (Nov-24 to Jan-25) to the maximum value of ██████████ (inc VAT). The day and marginal rate will remain the same as the original contract.</p> <p>Cost Breakdown ‘SEO Cost’ Job – Assistant Finance Business Partner Line manager – ██████████ Candidate – ██████████ Candi rate ██████████ per day Margin ██████████ per day No. of Days - 63 Notice Period - 4 weeks Clearance - SC</p>



	Expenses In line with client policy, with prior approval Location Old Admiralty Building/Caxton House, Westminster	
Reason for Change	The FBP team have limited capacity due to team absences. There is a risk of knowledge not sufficiently being transferred.	
Revised Contract Price	Original Contract Value (ex vat)	██████████
	Previous Contract Changes	None
	Contract Change Note	Extend Contractor
	New Contract Value	██████████
Revised Payment Schedule	No change.	
Revised Specification (See Appendix 1 for Details)	Not Applicable	
Revised Contract Period (if applicable)	1 st November 2024 to 31 st January 2025	
Change in Contract Representative(s)	██████████ as Line Manager	
Other Changes	None	

2. Save as amended all other terms of the Original Contract shall remain effective.
3. This CCN takes effect from the date on which both Parties sign for acceptance of its terms.

Parties:

Contractor: MLC Partners Ltd

Signed by: ██████████

Title: Director of Operations

Date;

Signature: ██████████



Department for
Business & Trade

Authority: Department for Business & Trade

Signed by: [REDACTED]

Title: Head of People & Special Projects Category, Commercial, DBT

Date:

Signature: [REDACTED]