



**CHANGE CONTROL FORM- General
OFFICIAL - SENSITIVE**

Contract Name:	Provision of Legal Services for Cabinet Office	Contract Ref. No.	CCLL17A40
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CUSTOMER CHANGE NOTICE (CCN)

Initiated by: [REDACTED] – Senior Commercial Analyst – Cabinet Office	CNN Reference: CCLL17A40-01
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Source of Change: Customer	Date CCN Raised by relevant party: 1 st February 2018
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STAGE 1 - CUSTOMER

Summary of proposals/ requirements	<p>This is a variation to the contract between the Cabinet Office and Dentons UKMEA LLP.</p> <p>The Terms and Conditions of the Contract apply but with the following amendments:</p> <p>The contract value shall be uplifted to £225,000.00 ex VAT.</p> <p>[REDACTED]</p>
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Proposed Payment	<p>Ongoing payments. Rates utilised are those agreed within the CCS GLAS Rate card as per the contract.</p> <p>The contract value has been increased by £75,000.00 ex VAT so the new uplifted value shall be up to £225,000.00 ex VAT.</p>
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Required delivery date, with rationale:	The contract expiry date shall remain the same; 18 th July 2018.
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Change authorised to proceed to Stage 2 (Customer organisation representative)	Signature: [REDACTED]	Print Name & Position: [REDACTED]	Date:

Change authorised to proceed to Stage 2 (CCS representative) :	Signature: [REDACTED]	Print Name & Position: [REDACTED]	Date:

STAGE 2 – SUPPLIER

Comments/ Caveats on requested change	
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CAPITAL / IMPLEMENTATION COST			
Labour			
Materials			
Other Costs			
TOTAL:			
REVENUE COSTS (per annum)			
	Contract Base Rate	Current Contract Rate	
Breakdown			
TOTAL			
ABORTIVE COSTS:			
Anticipated period from CCN being authorised by customer to start of related provision			
Anticipated implementation period, if any			
Signed (Supplier Representative)	Signed: [REDACTED]	Print Name & Position: [REDACTED]	Date: 06/03/2018
Change authorised to proceed to Stage 4 (CCS):	Signed: [REDACTED]	Print Name & Position: [REDACTED]	Date: 26/02/2018
STAGE 3 - CLARIFICATIONS			
<u>Clarifications/ queries to supplier regarding their proposal:</u>			Date:
<u>Supplier Response:</u>			Date:



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

CCN Withdrawn:

By signing below, unless CCN is withdrawn, the Customer as defined in the contract agrees to pay the Supplier, as defined in the contract the costs detailed in Stage 2, by deadlines agreed with the supplier, or as defined in the contract.

Signed (Customer Representative) [REDACTED]	Print Name & Position [REDACTED]	Date: 08/03/2018
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Change authorised to proceed to implementation (CCS):	Signature: [REDACTED]	Print Name & Position: [REDACTED]	Date: 12/03/2018
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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 works have been completed/ provision required under the CCN commenced:	Date Signed by Customer: 23/04/2018
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Signed (Customer representative): [REDACTED]	Print Name & Position: [REDACTED]
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