



Contract Management Guidance CHANGE CONTROL FORM			
<b>Contract Name:</b>	Executive Search Recruitment of Senior Commercial Roles	<b>Contract Ref. No.</b>	SO17345c
<div>CUSTOMER CHANGE NOTICE (CCN)</div>			
Initiated by: Louise Williams, Head of Corporate Operations		CNN Reference: SO17345c - 2	
Source of Change: Customer		Date CCN Raised by relevant party: 29/06/2018	
<b>STAGE 1 - CUSTOMER</b>			
Summary of proposals/requirements	<p>This is a variation to the contract between the Cabinet Office and Gatenby Sanderson.</p> <p>The Terms and Conditions of the Contract apply but with the following amendments:</p> <p>The contract shall be extended for a further 6 months with a new expiry date of 13<sup>th</sup> December 2018.</p> <p>The new total contract value will be £1,406,250.00 ex VAT.</p> <p><b>REDACTED</b></p>		
Proposed Payment	In line with agreed costs within the original contract. Uplifted Contract Value is £1,406,250.00 ex VAT.		
Required delivery date, with rationale:	In line with the original Contract Terms and Conditions and the new proposed end date of the 13 <sup>th</sup> December 2018.		
Change authorised to proceed to Stage 2 (Customer organisation representative)	Signature:  <b>REDACTED</b>	Print Name & Position:  <b>REDACTED</b>	Date:  <b>REDACTED</b>
Change authorised to proceed to Stage 2 (CCS representative):	Signature:  <b>REDACTED</b>	Print Name & Position:  <b>REDACTED</b>	Date:  <b>REDACTED</b>
<b>STAGE 2 – SUPPLIER</b>			



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



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

CCN Withdrawn:

By signing below, unless CCN is withdrawn, the Customer agrees to pay the Supplier as defined in the contract the costs detailed in Stage 2, by deadlines agreed with the supplier, or as defined in the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) <b>REDACTED</b>	Print Name & Position <b>REDACTED</b>	Date <b>REDACTED</b>	
Change authorised to proceed to implementation (CCS):	Signature: <b>REDACTED</b>	Print Name & Position: <b>REDACTED</b>	Date: <b>REDACTED</b>

#### **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.

Provision required under the CCN commenced:  29/06/2018	Date Signed by Customer: <b>REDACTED</b>
Signed (Customer representative):  <b>REDACTED</b>	Print Name & Position:  <b>REDACTED</b>