



**Contract Management Guidance – Template #10
CHANGE CONTROL FORM- General – v. 4**

Contract Name:	The Supply of Project OSCAR Continuity and Project Oscar II	Contract Ref. No.	CCCC17A50
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CUSTOMER CHANGE NOTICE (CCN)

<i>Initiated by: REDACTED TEXT HM Treasury</i>	CNN Reference: CCCC17A50 - 01
Source of Change: Customer	Date CCN Raised by relevant party: Tuesday 7 th November 2017

STAGE 1 - CUSTOMER

Summary of proposals/ requirements	<p>This is a variation to the contract between the HM Treasury and PricewaterhouseCoopers LLP.</p> <p>The variation includes the following: A Variation to the Contract end date from 31st October 2017 to 30th November 2017. An uplift in Contract Value of £117,295 (excluding VAT) which will amend the overall contract value from £435,000 (excluding VAT) to £552,295 (excluding VAT). Additional services detailed below.</p> <p>The Terms and Conditions of the Contract apply.</p> <p>Reason for change: Additional deliverables identified during the contract duration, which require a variation to the original contract.</p> <p>The additional services</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Updated Milestone</th> <th style="text-align: left;">Deliverables</th> <th style="text-align: left;">Duration (Estimated Working Days)</th> <th style="text-align: left;">Milestone Date</th> </tr> </thead> <tbody> <tr> <td>Project Managem't Support Ends</td> <td>Extended PMO support (a Project Manager and Project Management Office (PMO) Analyst) until the 30th November 2017. This will continue to be measured through the production of specified Project Management Support deliverables as shown in section 3.1 of the main Letter</td> <td>October: REDACTED TEXT</td> <td>30th November 2017 (estimated and based on reasonable endeavours)</td> </tr> </tbody> </table>	Updated Milestone	Deliverables	Duration (Estimated Working Days)	Milestone Date	Project Managem't Support Ends	Extended PMO support (a Project Manager and Project Management Office (PMO) Analyst) until the 30th November 2017. This will continue to be measured through the production of specified Project Management Support deliverables as shown in section 3.1 of the main Letter	October: REDACTED TEXT	30th November 2017 (estimated and based on reasonable endeavours)
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	<p>Oscar II project inputs complete</p>	<p>of Appointment. There are no additional formal deliverables associated with this workstream. However the following activities are planned to be carried out during November to make substantive progress on the RFP:</p> <ul style="list-style-type: none"> • Summarise the existing requirements document into potential RFP components. • Populate a draft RFP template (provided by CCS) with Oscar II background, potential timelines and potential administrative steps for suppliers. • Build out the potential RFP components in the draft document with the aim of completing most of it in the time available and with the information available. • Hold an initial session with the WGA team to gain a high level understanding of the DCT workbooks. <p>Support the HMT Fact team procurement staff member to draft supplier day invites and hold time in meeting rooms.</p>	<p>November 30th November 2017 (estimated and based on reasonable endeavours)</p> <p>REDACTED TEXT</p>
<p>Proposed Payment</p>	<p>REDACTED TEXT</p>		
<p>Required delivery date, with rationale:</p>	<p>The delivery dates for this variation are noted retrospectively to cover additional days worked by members of the PwC project team during OSCAR Continuity to ensure delivery of the service in line with the revised timeline for the projects delivery.</p>		
<p>Change authorised to proceed to Stage 2 (Customer organisation representative)</p>	<p>Signature: REDACTED TEXT</p>	<p>Print Name & Position: REDACTED TEXT</p>	<p>Date:</p>
	<p>Signature:</p>	<p>Print Name & Position:</p>	<p>Date:</p>



Change authorised to proceed to Stage 2 (CCS representative):	REDACTED TEXT	REDACTED TEXT	
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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:

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Anticipated period from CCN being authorised by customer to start of related provision	
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Anticipated implementation period, if any	
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Signed (Supplier Representative)	Signed: REDACTED TEXT	Print Name & Position: REDACTED TEXT	Date:
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Change authorised to proceed to Stage 4 (CCS):	Signed: REDACTED TEXT	Print Name & Position: REDACTED TEXT	Date:
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STAGE 3 - CLARIFICATIONS

[this stage is to be used if CCS/ customer organisation are not clear on or don't agree with the supplier's proposals for



CCN implementation.]

Clarifications/ queries to supplier regarding their proposal:	Date:
Supplier Response:	Date:

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

CCN Withdrawn: *[Yes/ no]*

By signing below, unless CCN is withdrawn, *the [Customer / Authority, as defined in the contract]* agrees to pay the *[Supplier/ Contractor, 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 TEXT	Print Name & Position REDACTED TEXT	Date	
Change authorised to proceed to implementation (CCS):	Signature: REDACTED TEXT	Print Name & Position: REDACTED TEXT	Date:

STAGE 5: CCN COMPLETION SIGN-OFF

I confirm that the *[works have been completed/ 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: 1 st November 2017 – 30 th November 2017	Date Signed by Customer:
Signed (Customer representative): REDACTED TEXT	Print Name & Position: REDACTED TEXT