



Home Office

AUTHORITY: The Secretary of State for the Home Department

## **SCHEDULE 6**

### **CONTRACT CHANGE CONTROL**

#### **PROVISION OF ADULT VICTIMS OF MODERN SLAVERY CARE & CO-ORDINATION SERVICES**

- 1.1 This Contract shall not be varied unless such variation is made in writing by means of a Change Control Notice as set out in this Schedule 6.
- 1.2 In the event of an emergency, the Authority shall have the right to vary the Contract by way of oral instructions or any other informal means given by the Authority Representative which shall be confirmed by the issue of a Change Control Notice within seven (7) Working days.
- 1.3 The Contractor may request a Variation provided that:
- (a) the Contractor shall notify the Authority Representative in writing of any additional or changed requirement which it considers should give rise to a Variation within five (5) Working days of such occurrence first becoming known to the Contractor; and
  - (b) any purported Variation shall be fully supported by a quotation as detailed in paragraph 1.5.
- 1.4 Within ten (10) Working days of being requested by the Authority Representative, or at the same time as submitting a request for a Variation, the Contractor shall submit a quotation to the Authority such quotation to include the following information:
- (a) a description of the work together with the reason for the proposed Variation;
  - (b) the impact on the Contract Price, where applicable;
  - (c) details of the impact, if any, on other aspects of the Contract.
- 1.5 To the extent that it is possible, the price for any Variation shall unless otherwise agreed between the Parties, be calculated using the following order of precedence:
- (a) the Contract Price;
  - (b) prices calculated pro-rata by reference to the Contract Price;
  - (c) prices based on the Contract Price.

- 1.6 The Authority may, before assessing a Variation proposed by the Contractor, request that the Contractor provides further information about the proposed Contract Price and/ or the Contractor's costs.
- 1.7 The Authority may either accept or reject any Variation proposed by the Contractor. The Authority shall inform the Contractor of its decision within a reasonable time after receiving the Contractor's proposal (having regard to the complexity of the issues associated with the proposed Variation) and any further information requested.

**Annex 6 - 1**

**Contract Change Notice (CCN)**

<b>CCN Title</b>	
<b>Sequential Number</b>	
<b>Title</b>	
<b>Number of pages attached</b>	

<b>Name of Originator</b>	
<b>Contact Number</b>	
<b>Contact Email</b>	

**PART A: STATEMENT OF CHANGE REQUIREMENTS**

<b>A1i</b>	<b>A description of the change and the specification of requirements.</b>
<b>A1ii</b>	<b>Date of change required</b>

<b>A2</b>	<b>Any savings created, value add elements or other benefits which will be facilitated as a result of the CCN.</b>

**PART B: FINANCIAL CONSIDERATIONS**

<b>B1</b>	<p><b>Detail on whether the change is likely to incur Authority cost or can be delivered without any cost to the Authority.</b></p> <p><i>In the event that a change is chargeable, a full cost breakdown must be provided to facilitate any changes necessary.</i></p>

**PART C: HOME OFFICE COMMERCIAL ANALYSIS**

In this section the Authority will assess for commercial impact highlighting any residual risks, further actions to complete and the resulting impact on the Contract.

<b>Name</b>	
<b>Date Due</b>	
<b>Analysis</b>	
<b>Recommendation</b>	

**PART D: AUTHORITY TO PROCEED**

The authority to proceed can only be given when the Authority has approved this CCN. This is dependent on the cost of the change. You must allow sufficient time for the approval process.

**The Authority (Home Office):**

<b>Authorising Officer</b>		<i>Signature</i>
<b>Role</b>		
<b>Date</b>		

**The Contractor:**

<b>Authorising Officer</b>		<i>Signature</i>
<b>Role</b>		
<b>Date</b>		