



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

<b>Contract Name:</b>	Immigration Enforcement Returns Logistics Cash Handling	<b>Contract Ref. No.</b>	CCCR16A04
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**CUSTOMER CHANGE NOTICE (CCN)**

*Cash Handling Service for Immigration Enforcement Returns. A variation to add an additional service to the contract.*

Initiated by: REDACTED TEXT– Crown Commercial Service	CCN Reference: 1
Source of Change: REDACTED TEXT - UKVI	28 <sup>th</sup> July 2017

**STAGE 1 - CUSTOMER**

Summary of proposals/ requirements	<p>This is a variation to the contract between the Home Office Immigration Enforcement Returns Logistics and RMS Cash Solutions Ltd</p> <p>The Terms and Conditions of the Contract apply but with the following amendments:</p> <p>Reason for change: <i>change in customer requirements – additional service to be added between the Natwest bank Whitgift Croydon branch, REDACTED TEXT to Lunar House, REDACTED TEXT</i></p> <p><i>This will be required 10 – 12 (maximum) times a year and cash ranging from £1k to 12K.</i></p> <p><i>As per the pricing schedule the cost of this service (based on 12 times per annum) over the three (3) years (2+1) will be a maximum cost of £1,575.00. Based on £43.75 per service.</i></p> <p><i>The contract value will increase from £8,695.71 to a maximum value of £10,270.71.</i></p>		
Proposed Payment	<i>In line with the current contract</i>		
Required delivery date, with rationale:	<i>14<sup>th</sup> August 2017</i>		
Change authorised to proceed to Stage 2 <b>(Customer organisation representative)</b>	Signature: REDACTED TEXT	Print Name & Position: REDACTED TEXT	Date: 04 <sup>th</sup> Aug 2017



Change authorised to proceed to Stage 2 (CCS representative):	Signature: REDACTED TEXT	Print Name & Position: REDACTED TEXT Sourcing Lead ICM	Date: 07 <sup>th</sup> Aug 2017
<b><u>STAGE 2 – SUPPLIER</u></b>			
Comments/ Caveats on requested change			
<i>No additional costs, based on current services at £43.75 per service.</i>			
<b>CAPITAL / IMPLEMENTATION COST</b>			
Labour			
Materials			
Other Costs			
<b>TOTAL:</b>			
<b>REVENUE COSTS (per annum)</b>			
	<b>Contract Base Rate</b>	<b>Current Contract Rate</b>	
Breakdown			
<b>TOTAL</b>	<i>£43.75 based on current services</i> This is the cost per service so the maximum total would be £525.00 per Annum and £1,575.00 over the 3 years.		
<b>ABORTIVE COSTS:</b>			
Anticipated period from CCN being authorised by customer to start of related provision			
Anticipated implementation period, if any			
Signed (Supplier Representative)	Signed: REDACTED TEXT	Print Name & Position: REDACTED TEXT	Date: <i>7.8.17</i>
Change authorised to proceed to Stage 4 (CCS):	Signed: REDACTED TEXT	Print Name & Position: REDACTED TEXT Sourcing Lead ICM	Date: 10.08.17



**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:
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Supplier Response:	Date:
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**STAGE 4 - CUSTOMER CCN SIGN-OFF TO PROCEED TO IMPLEMENTATION**

CCN Withdrawn: *No*

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) <b>REDACTED TEXT</b> Team Manager Returns Logistics Removal Documentation Delivery Team	Print Name & Position <b>REDACTED TEXT</b> Team Manager Returns Logistics Removal Documentation Delivery Team	Date 10.08.2017.
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Change authorised to proceed to implementation (CCS):	Signature: REDACTED TEXT	Print Name & Position: REDACTED TEXT Sourcing Lead ICM	Date: 11.08.2017
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**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:	Date Signed by Customer: REDACTED TEXT 14 September 2017
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Signed (Customer representative):	Print Name & Position: REDACTED TEXT Team Manager
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