



**Contract Management Guidance – Template #10
CHANGE CONTROL FORM- Extensions – v. 5**

Contract Name:	Provision of Firearms Training for Border Force	Contract Ref. No.	L&D 003
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<u>CLIENT CHANGE NOTICE (CCN)</u>
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Initiated by:	REDACTED	CCN Reference:	L&D 003-3
Source of change:	REDACTED	Date CCN Raised by relevant party:	31/07/17

STAGE 1 - CLIENT

Summary of proposals/ requirements :	<p>The current contract is due to expire on the 30th September 2017, the Home Office (Border Force) wishes to input a 6 month technical extension valuing £81,889.50 ex.VAT. This will allow time for the Management Learning Services Framework (RM3822) to be established and a new contract for this requirement to be put into place. CSL have also agreed that this would be the best route forward.</p> <p>The original contract commenced on 1st October 2012 and was a three year contract with a 1+1 extension option. The two additional extensions were utilised and the existing contract expires on the 30th September 2017.</p> <p>The technical extension is in line with the Public Contract Regulations as the value of the extension for 6 months is below 50% of the original contract value.</p> <p>REDACTED</p> <p>Both the Terms and Conditions and the Scope of the required services will remain unchanged.</p>
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Proposed payment:	In line with the Terms and Conditions of Contract
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Required delivery date, with rationale:	<i>In line with the original terms and conditions and the new proposed expiry date of 31st March 2018.</i>
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Change authorised to proceed to Stage 2 (Customer organisation representative):	REDACTED	REDACTED	02/08/2017
	Signature	Print Name & Position	Date
Change authorised to proceed to Stage 2 (CCS representative)	REDACTED	REDACTED	02/08/2017
	Signature	Print Name & Position	Date

STAGE 2 – SUPPLIER

Comments/ caveats on requested change:	
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ABORTIVE COSTS :	N/A
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Anticipated period from CCN being authorised by client to start of related provision	
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Cranfield University confirms that the costs identified above are the agreed figures that will be payable on CCN implementation

Signed (Supplier Representative):	REDACTED
Print Name & Position:	REDACTED
Date:	16 th August 2017



STAGE 3 – CLARIFICATIONS

Clarification/ queries to
to supplier regarding
their proposals:

Date:

Supplier response

Date:

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

Variation Withdrawn

By signing below, unless CCN is withdrawn, the Home Office agrees to pay the Cranfield University the costs detailed in Stage 2, by deadlines agreed with the supplier.

Signed
(Customer
Representative)

Signature

Print Name & Position

Date

Change
authorised to
proceed to
implementation
(CCS):

Signature

Print Name & Position

Date

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 provision required
under the CCN
commenced:

Date Signed
by Customer:

Signed
(**Customer
representative**)

Print Name &
Position