



Contract Management Guidance – Template #10 CHANGE CONTROL FORM- General – v. 4			
<b>Contract Name:</b>	CCSO17B44 Renewal of SISYS Gold License	<b>Contract Ref. No.</b>	CCSO17B44-01
<b>CUSTOMER CHANGE NOTICE (CCN)</b>			
This Change Control Notice is to vary contract CCSO17B44 in order to replace the Pass issue system at HQ Land Forces (changes to the current Hardware and Software on site).			
This variation is in scope of the existing contract.			
<i>Initiated by:</i> REDACTED	CNN Reference: CCSO17B44-01 SISYS Reference: REDACTED		
Source of Change: Ministry of Defence request	Date CCN Raised by relevant party: 25/08/2017		
<b>STAGE 1 - CUSTOMER</b>			
Summary of proposals/ requirements	<p>This is a variation to the contract between the Ministry of Defence and Centerprise International Limited.</p> <p>The Terms and Conditions of the Contract apply but with the following increase of goods/services to be provided under the contract;</p> <p><b><u>TWO KEY AREAS REQUIRE PASS ISSUANCE</u></b> REDACTED</p> <p><b><u>SUPPLY OF NEW EQUIPMENT</u></b> REDACTED</p> <p><b><u>SOFTWARE PROVISION &amp; INSTALLATION</u></b> REDACTED</p> <p><u>North Gate</u> REDACTED</p> <p><u>South Gate</u> REDACTED</p> <p><b><u>INSTALL</u></b> REDACTED</p> <p><b><u>ONGOING SUPPORT AND MAINTENANCE</u></b> REDACTED</p>		
Proposed Payment	Via CP&F		
Required delivery date, with rationale:	November 2017		
Change authorised to proceed to Stage 2	Signature: REDACTED	Print Name & Position: REDACTED	Date: 26/10/2017



<b>(Customer organisation representative)</b>			
Change authorised to proceed to Stage 2 ( <b>CCS representative</b> ):	Signature: REDACTED	Print Name & Position: REDACTED	Date: 26/10/2017
<b>STAGE 2 – SUPPLIER</b>			
<b>Comments/ Caveats on requested change</b>	This is based on the Lenel Access System Service element, pricing is as follows: REDACTED		
<b>CAPITAL / IMPLEMENTATION COST</b>			
<b>Labour</b>	REDACTED		
<b>Materials</b>	REDACTED		
<b>Other Costs</b>	REDACTED		
<b>TOTAL:</b>	<b>£50,481.06</b>		
<b>REVENUE COSTS (per annum)</b>			
	<b>Contract Base Rate</b>	<b>Current Contract Rate</b>	
Breakdown	Not Applicable	Not Applicable	
<b>TOTAL</b>	Not Applicable	Not Applicable	
<b>ABORTIVE COSTS:</b>	Not Applicable		
Anticipated period from CCN being authorised by customer to start of related provision	November 2017		
Anticipated implementation period, if any	The project work would have a lead time of 6-8 weeks. The whole contract expiry is March 2019.		
Signed (Supplier Representative)	Signed: REDACTED	Print Name & Position: REDACTED	Date: 27/10/2017
Change authorised to proceed to Stage 4 ( <b>CCS</b> ):	Signed: REDACTED	Print Name & Position: REDACTED	Date: 26/10/2017
<b>STAGE 3 - CLARIFICATIONS</b>			
Not Applicable			
<u>Clarifications/ queries to supplier regarding their proposal:</u> Not Applicable			Date: Not Applicable
<u>Supplier Response:</u> Not Applicable			Date: Not Applicable
<b>STAGE 4 - CUSTOMER CCN SIGN-OFF TO PROCEED TO IMPLEMENTATION</b>			



CCN Withdrawn: No

By signing below, unless CCN is withdrawn, Ministry of Defence agrees to pay Centerprise International Limited, 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)	Signature: REDACTED	Print Name & Position: REDACTED	Date: 26/10/2017
Change authorised to proceed to implementation (CCS):	Signature: REDACTED	Print Name & Position: REDACTED	Date: 26/10/2017