



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

<b>Contract Name:</b>	The Provision of Level 7 Accreditation to the College of Policing's Direct Entry Superintendent Programme	<b>Contract Ref. No.</b>	SO8639
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**CLIENT CHANGE NOTICE (CCN)**

Initiated by:	<b>REDACTED</b> Crown Commercial Service	CCN Reference:	SO8639-1
Source of change:	<b>REDACTED</b> College of Policing	Date CCN Raised by relevant party:	<b>REDACTED</b>

**STAGE 1 - CLIENT**

Summary of proposals/ requirements :	<p>Variation a) - Further to the current contract expiry date of 19<sup>th</sup> May 2017 the College of Policing wishes to take up the option of a 1 year extension to 19<sup>th</sup> May 2018 as per the original Contract.</p> <p>Variation b) - The College of Policing also requires a technical extension of 19 months from the 19<sup>th</sup> May 2018 until the 19<sup>th</sup> December 2019.</p> <p>The original Contract value is £64,698.00, excluding VAT. College of Policing carried out an internal STA/variation to add more budget/value to the original Contract, which increased the budget by <b>REDACTED</b>, excluding VAT on <b>REDACTED</b>. The College of Policing would now like to increase the Budget by a further <b>REDACTED</b>, excluding VAT. The total Contract value is now set at £141,791.00, excluding VAT.</p> <p>For the whole extension period the scope of work and further increase to the budget is required as follows:</p> <p><b>(1) Cohort 1 (Nov 2016 to Nov 2018) of the Direct Entry Inspectors</b> <b>REDACTED</b> Outstanding provision:</p> <ul style="list-style-type: none"> <li>• Management of Reflective Account (RA) process</li> <li>• RA – second marking and moderation RA - External examiner</li> </ul>
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- Action Research Project (ARP) supervision (4 hours per learner)
- ARP second marking and moderation
- External Examiner
- Access to online teaching session for research methods
- Access to Teesside library resources
- Account management
- Awards administration
- Graduation / Award ceremony

**(2) Cohort 2 (Oct 2017 to Oct 2019) of the Direct Entry Inspectors**

**REDACTED**

**Cohort PgCert Strategic Police Leadership**

The Partnership delivery model necessitates an exchange of invoices as follows:

Fee per student for 60 credits PgCet award

**REDACTED**

(This is based on the 17/18 Part Time fee of **REDACTED**)

(Teesside University will invoice College of Policing)

Payment to College of Policing for contribution to partnership delivery  
(per student, **inclusive of VAT**)

**REDACTED**

Net Fee (per student)

**REDACTED**

**The net fee payable is REDACTED per student/delegate.**

**Note;** Tuition fees are exempt for VAT. As such, the tuition fees from Teesside University does not include VAT.

The financial model applied to 20 students is as follows:

**Cohort 2 (Oct 2017 to Oct 2019) of the Direct Entry Inspectors**

**REDACTED**

**Provision agreed:**

- Introduction to HE Learning and enrolment of learners
- 1 Day input on Action Research Projects (ARP) and research methods & skills
- Access to online teaching session for research methods
- IT Technical support for learner's registration re online teaching session
- Access to Teesside University's library resources
- Management of the ARP process
- Supervision for ARP via Skype (4 hours each = 80 hours)
- ARP Ethics Committee
- Review of ARP by supervisor prior to submission
- 1 Day Classroom input on final ARP report structure and content
- ARP second marking and moderation



- ARP - External examiner
- Management of Reflective Account (RA) process
- RA – second marking and moderation
- RA - external examiner
- Account management
- Awards administration
- Graduation / Award ceremony

**(1) Cohort 3 (Nov 2016 to May 2018) of the Direct Entry Inspectors**  
**REDACTED**

Outstanding provision:

- Management of Reflective Account (RA) process
- RA second marking and moderation
- RA External examiner
- Action Research Project (ARP) second marking and moderation
- ARP External examiner
- ARP presentation moderation
- ARP Strategic briefing second marking and moderation
- Awards Administration
- Access to Teesside library resources
- Graduation / Award Ceremony

**(2) Cohort 4 (Oct 2017 to Apr 2019) of the Direct Entry Superintendents**  
**REDACTED**

**Cohort PgDip Strategic Police Leadership**

The Partnership delivery model necessitates an exchange of invoices as follows:

Fee per student for 120 credits PgDip award **REDACTED**  
(This is based on the 17/18 Part Time fee of **REDACTED**)  
(Teesside University will invoice College of Policing)

Payment to College of Policing for contribution to partnership delivery **REDACTED**  
(per student, **inclusive of VAT**)

Net Fee (per student) **REDACTED**

**The net fee payable is REDACTED per student/delegate.**

**Note;** Tuition fees are exempt for VAT. As such, the tuition fees from Teesside University does not include VAT.

The financial model applied to 6 students is as follows:



	<p><b><u>Cohort 2 (Oct 2017 to Oct 2019) of the Direct Entry Inspectors</u></b>  <b>REDACTED</b></p> <p><u>Provision agreed:</u></p> <ul style="list-style-type: none"> <li>• Introduction to HE Learning and enrolment of learners</li> <li>• 1 Day input on Action Research Projects (ARP) and research methods &amp; skills</li> <li>• Access to online teaching session for research methods</li> <li>• IT Technical support for learners' registration re online teaching session (1 Day)</li> <li>• Access to Teesside University's library resources</li> <li>• Management of the ARP process</li> <li>• Supervision for ARP via Skype (6 hours each = 36 hours)</li> <li>• ARP Ethics Committee</li> <li>• Review of ARP by supervisor prior to submission</li> <li>• 1 Day Classroom input on final ARP report structure and content</li> <li>• ARP second marking and moderation</li> <li>• ARP - external examiner</li> <li>• Management of Reflective Account (RA) process</li> <li>• RA – second marking and moderation</li> <li>• RA - External examiner</li> <li>• ARP presentation moderation</li> <li>• ARP strategic briefing second marking and moderation</li> <li>• Awards Administration</li> <li>• Access to Teesside library resources</li> <li>• Graduation / Award Ceremony (December 2019)</li> </ul> <p>This a total increase of <b>REDACTED</b> ex VAT taking the new total to <b>REDACTED</b> ex VAT.</p> <p>The Contract extension will be in line with the current Contract Terms and Conditions and based upon the pricing schedule, as indicated above.</p>		
Proposed payment:	In line with the Terms and Conditions of Contract		
Required delivery date, with rationale:	N/A		
Change authorised to proceed to Stage 2 <b>(Customer organisation representative):</b>	<p><b>REDACTED</b></p> <p>Signature</p>	<p><b>REDACTED</b></p> <p>College of Policing</p> <p>Print Name &amp; Position</p>	<p><b>REDACTED</b></p> <p>Date</p>
Change authorised to proceed to Stage 2 <b>(CCS representative)</b>	<p><b>REDACTED</b></p>	<p><b>REDACTED</b></p> <p>People Lead</p>	<p><b>REDACTED</b></p>



Signature		Print Name & Position		Date
<b>STAGE 2 – SUPPLIER</b>				
Comments/ caveats on requested change:				
ABORTIVE COSTS :				
Anticipated period from CCN being authorised by client to start of related provision				
Teesside 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:		REDACTED		



### **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 College of Policing agrees to pay Teesside University the costs detailed in Stage 2, by deadlines agreed with the supplier.

Signed  
(Customer  
Representative)

REDACTED

Signature

REDACTED

Print Name & Position

REDACTED

Date

Change  
authorised to  
proceed to  
implementation  
(CCS):

REDACTED

Signature

REDACTED

Print Name & Position

REDACTED

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:	REDACTED	Date Signed by Customer:	REDACTED
Signed (Customer representative):	REDACTED	Print Name & Position	REDACTED