

## Proposed Variation Notice

Variation No. [XXXX]	Date [DD-MMM-
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**YY] VARIATION TITLE:**

<b>Service Provider: [Insert in header)</b>	<b>Service Provider name]</b>	<b>(Contract name and reference no. to be included</b>	
[Insert PM Name]	[Insert Service Delivery	[Insert CM Name]	[Insert System Owner's

### Summary

➤ **Scope of Variation to the Services**

*Insert a concise summary of the scope of the Variation to the Services, including any specific deliverables to be provided by the Service Provider*

Full details of the change to the Services required are in Section A

➤ **Performance Management**

*Insert a concise summary of the changes to the performance regime including any new, or revised, Service Level or performance regimes including any thresholds or trigger levels*

Full details of the performance regime is Section B

➤ **Key Constraints**

*Insert a concise summary of the constraints on the implementation and/or delivery of the Variation to the Services*

Full details of the Key Constraints are in Section C

➤ **Key dates/Milestone Dates**

*Provide a timetable for the implementation of the Variation including key dates or Milestone dates (including the deliverables or Services that the Service Provider must provide by each relevant key*

Full details of the key dates and Milestone Dates are in Section D

➤ **Assurance**

*Insert summary of the key Assurance requirements*

Full details of the Assurance requirements are in Section E

➤ **Intellectual Property Rights**

*Insert summary of any new IPR created no new IPR will be created as part of this Variation*

Full details of the Intellectual Property Rights requirements and verification levels are in Section F

➤ **Charges and payment terms**

*Insert summary of the proposed payment terms*

Full details of the proposed payment terms are in Section G

For the Authority:  <b>[Transport for London] [insert</b>	Signed:
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## Service Provider Response

Variation No.	Date [DD-MMM-YY]
[XXXX]	
] over	
VARIATION TITLE:	

Service Provider: [Inset Service Provider name & reference number as it appear on	
[Insert PM Name]	[Insert Contract Manager Name]

### Project Description

➤ **METHOD OF IMPLEMENTATION**

Detail the implementation schedule with Milestone dates.

➤ **FINANCIAL CONSEQUENCES (INCLUDING CHARGES AND SAVING)**

Detail the financial consequences of implementing the Variation showing details of any pricing of the Variation including savings, Project risk (with description), CAPEX and OPEX costs.

➤ **KEY COMMERCIAL ISSUES**

Detail the impact of effecting the Variation on the provision of the Services.

➤ **KEY CONSTRAINTS**

Detail any constraints on the implementation and/or delivery of the Variation to the Services

➤ **ASSUMPTIONS, DEPENDENCIES**

Detail any anticipated Authority and/or Third Party assumptions and dependencies.

➤ **PERFORMANCE MANAGEMENT**

Detail the affect (if any) on the timing of the performance of other obligations under the Contract, including the affect (if any) on any relevant milestone dates.

➤ **RISKS**

Assessment of risks associated with the Variation, including those contained in other areas of the Project Description

➤ **ASSURANCE**

Detail how the Service Provider shall Assure the Authority that the Service Provider will comply with the Contract obligations.

➤ INTELLECTUAL PROPERTY

RIGHTS Detail any new IPR created.

➤ EXTERNAL INTERFACES

Detail any interfaces with other systems

For the Service Provider: [Service Provider name]	Signed:
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## Service Provider's Proposal Notice

Proposal Ref No.	Date [DD-MMM-YY]
<b>[XXXX] PROPOSAL</b>	
over	
TITLE: _____	
Service Provider: [Inset Service Provider name & reference number as it appear on	
[Insert PM Name]	[Insert Contract Manager Name]

### Project Description

➤ REASON FOR PROPOSAL

Details the business need for the proposal

➤ METHOD OF IMPLEMENTATION

Detail the implementation schedule with Milestone dates.

➤ FINANCIAL CONSEQUENCES (INCLUDING CHARGES AND SAVING)

Detail the financial consequences of implementing the Variation showing details of any pricing of the Variation including savings, Project risk (with description), CAPEX and OPEX costs.

➤ KEY COMMERCIAL ISSUES

Detail the impact of effecting the Variation on the provision of the Services.

➤ KEY CONSTRAINTS

Details any constraints on the implementation and/or delivery of the Variation to the Services

➤ ASSUMPTIONS, DEPENDENCIES

Detail any anticipated Authority and/or Third Party assumptions and dependencies.

➤ PERFORMANCE MANAGEMENT

Detail the affect (if any) on the timing of the performance of other obligations under the Contract, including the affect (if any) on any relevant milestone dates.

➤ RISKS

Assessment of risks associated with the Variation, including those contained in other areas of the Project Description

➤ ASSURANCE

Detail how the Service Provider shall Assure the Authority that the Service Provider will comply with the Contract obligations.

➤ INTELLECTUAL PROPERTY

RIGHTS Detail any new IPR created.

➤ EXTERNAL INTERFACES

Detail any interfaces with other systems

For the Service Provider: <b>[Service Provider name]</b>	Signed:
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## Authority to Proceed

Variation No. [XXXX]	Date [DD-MMM-YY]
<b>VARIATION TITLE:</b>	
Service Provider: [Inset Service Provider name] (Contract name and reference no. to be	

<b>Project Manager</b>	<b>Service Delivery</b>	<b>Commercial</b>	<b>Systems Manager</b>
[Insert PM Name]	[Insert Service Delivery Owner's	[Insert CM Name]	[Insert System Owner's

**Please Refer to Proposed Variation Notice dated [Insert Date] and Service Provider Response dated [Insert Date]. Authority is hereby given for the implementation of the Variation set out below.**

Summary	
<p>➤ <b>Summary of changes to the Services</b>  <i>Insert a concise summary of the changes to the deliverables</i>                      Full details of the change to the Services required are in Section A</p>	
<p>➤ <b>Value of Variation</b>  <i>Insert value</i>                      Full details of the performance regime is Section B</p>	
<p>➤ <b>Amended Terms</b>  <i>Insert summary of any changes agreed subsequent to the Service Provider Response. This is to include key constraints, key dates, assurances, IDB and performance management</i>                      Full details of the Amended Terms are in Section C</p>	
<p>➤ <b>Payment terms</b>  <i>Insert summary of key payment terms</i>                      Full details of the key dates and Milestone Dates are in Section D</p>	
<p>For the Authority:                      [Transport for London] [insert</p>	<p>Signed:</p>

## Required Variation Settlement Notice

Variation No. [XXXX]	Date [DD-MMM-YY]
<b>VARIATION TITLE:</b>	
Service Provider: [Inset Service Provider name] (Contract name and reference no. to be	

<b>Authority Project Manager:</b>	<b>Authority Commercial Manager:</b>
[Insert PM Name]	[Insert Commercial Manager Name]

➤ Nature of issue

Authority to detail the nature of the issue which is the subject of the Required Variation Settlement Notice

➤ Agreed Variation terms

Authority to detail the terms of the Variation as agreed by the Parties

For the Authority:  [Transport for London] [insert	Signed:
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# Withdrawal Notice

Variation No. [XXXX]	Date [DD-MMM-YY]
<b>VARIATION TITLE:</b>	
Service Provider: [Inset Service Provider name]	

<b>Authority Project Manager:</b>	<b>Authority Commercial Manager:</b>
[Insert PM Name]	[Insert Commercial Manager Name]

Dear [Service Provider Contract  
  
Manager], RE: [Contract name and  
  
date]

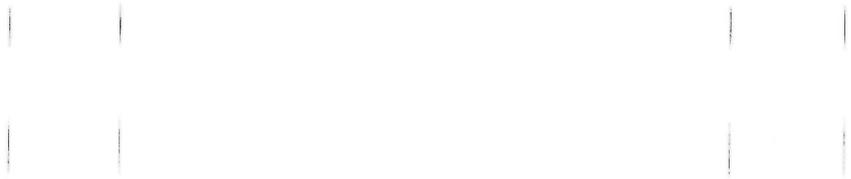
We are hereby withdrawing Variation [Variation no.] – [Title] with immediate effect. Please cease implementation of the Variation and update your records accordingly.

[Please advise whether any abortive costs have been incurred and, if so, provide full details of such costs within 10 Business Days. - ***Not to be used for Proposed Variations unless an Authority to Proceed has already been issued***]

Copy to: [Authority Contract Manager], [Authority Project Manager]

For the Authority:  <b>[Transport for London] [insert</b>	Signed:
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**10 SCHEDULE 10 - NOT USED**



## 11 SCHEDULE 11 - HANDBACK OF SERVICE

### 1. Introduction

#### 1.1. Scope & Purpose

1.1.1. This Schedule 11 (Handback of Services):

1.1.1.1. sets out the strategy to be followed on handback of the Services (or services similar to the Services), where appropriate to a member of the Authority Group and/or any Successor Operator(s); and

1.1.1.2. requires the Service Provider to support an orderly, controlled handover of responsibility for the provision of the Services from the Service Provider to a member of the Authority Group and/or any Successor Operator(s) (as applicable), at the Authority's direction, with the minimum of disruption and so as to prevent or mitigate any inconvenience to the Authority by means of the implementation of the Handback Plan.

1.1.2. It is recognised that the Contract needs to make provision for a member of the Authority Group and/or any Successor Operator not only to take responsibility for any services that are the same as the Services, but also to provide services which are similar to the Services (or any of the activities comprised within them) and/or which have the same or similar use, function, or application as the Services (in whole or part) or their outputs. This Schedule 11, and in particular references to "handback of the Services" "services similar to the Services" and similar expressions shall be interpreted accordingly.

### 2. Handback

#### 2.1. Handback Plan

2.1.1. The "Handback Plan" shall, in relation to all aspects of the handover of the Services (or services similar to the Services) or part thereof to a member of the Authority Group and/or any Successor Operator(s), include details of the following as a minimum:

2.1.1.1. the organisation arrangements including roles and responsibilities for specific individuals and the allocation of resources for the Services (or services similar to the Services);

2.1.1.2. the rationale considered and any assumptions made in developing the Handback Plan;

2.1.1.3. the interface arrangements with the Authority, any Interfacing Parties, or any other person;

2.1.1.4. a complete breakdown of all tasks and work streams structured as reasonably required by the Authority;

2.1.1.5. the handback process for the Services and the function of each of them;

2.1.1.6. time frames with milestones for the transfer of the provision of the Services (or services similar to the Services) from the Service Provider to