



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

Contract Name:	Provision of Consultancy for the Naval Service Recruiting Operations	Contract Ref. No.	CCS Reference: CCCC17A69 (Variation Ref: CCCC17A69-01)
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CLIENT CHANGE NOTICE (CCN)

Initiated by:	REDACTED	CCN Reference:	CCN 1
Source of change:	Ministry of Defence	Date CCN Raised by relevant party:	

STAGE 1 – CLIENT

Summary of proposals/ requirements :	<p>This is a variation to the Contract between the Ministry of Defence and Ernst & Young LLP.</p> <p>The Terms and Conditions of the Contract apply but with the following amendments:</p> <ul style="list-style-type: none"> • Additional deliverables – the Authority wishes to include the additional deliverables that are intrinsically linked to the scope of the original Contract, please refer to Annex 1 of this CCN for full details. • Uplift in value is an additional £150, 000.00 (excluding VAT) on top of the original £419,200.00 bringing the total Contract value to £569, 200.00 (excluding VAT). • Extension of time for an additional 10 week period until Friday 30th March 2018.
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Proposed payment:	In line with the existing terms and conditions of Contract.
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Required delivery date, with rationale:	In line with the existing terms and conditions of Contract and the new proposed implementation plan and milestones detailed within Annex A.
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Change authorised to proceed to Stage 2 (Customer organisation representative):	REDACTED	REDACTED	02/01/2018
	Signature	Print Name & Position	Date
Change authorised to proceed to Stage 2 (CCS representative)	REDACTED	REDACTED	15/12/2017
	Signature	Print Name & Position	Date

STAGE 2 – SUPPLIER

Comments/ caveats on	
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requested change:

Anticipated period from CCN being authorised by customer to start of related provision 16th January 2018

Anticipated implementation period, if any

REDACTED

REDACTED

Date: 9th January 2018

Change authorised to proceed to Stage 4 (CCS):

REDACTED

REDACTED

10/01/2018

Signature

Print Name & Position

Date

STAGE 3 – CLARIFICATIONS

Clarification/ queries 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Variation Withdrawn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 Ministry of Defence agrees to pay the Ernst & Young LLP the costs detailed in Stage 1, by deadlines agreed with the supplier, or as defined in the contract.



Signed (Customer Representative)	REDACTED	REDACTED	10/01/2018
	Signature	Print Name & Position	Date
Change authorised to proceed to implementation (CCS):	REDACTED	REDACTED	10/01/2018
	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:	10/01/2018	Date Signed by Customer:	10/01/2018
Signed (Customer representative):	REDACTED	Print Name & Position	REDACTED