

Notice of Change to Contract

WITHOUT COMMITMENT
(Until authorised by the Authority)

Contract No:	Change Notice Form Serial No: CNxxx
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1. **Proposed Change** (To be completed by the Authority)

Proposed amendment to contract specification

Addition/Deletion of Service/SOR Section/Contract Condition (delete as appropriate)

Outline Tasks/Comments: *(Use separate attached sheet if necessary)*

Date by which change is required:

Name:

Signature:

Post Title:

Date:

Contact Number:

2. **Service Provider's Quotation** (To be completed by the Service Provider)

Service Provider to cost the requirement and respond in writing to the Authority's Commercial Branch in accordance with the timescales in DEFCON 531.

The written response is to include:

- a. All requirements stated in DEFCON 620;
- b. Assumptions;
- c. Firm price excl VAT and validity date for price;
- d. Dependencies; and
- e. Proposed solution by SOR sections with PI/KPI impact.

3. Approval by Authority Budget Manager (To be completed by the Authority)

SOR Section	FY xx (Yr 1)	FY xx (Yr 2)	FY xx (Yr 3)	FY xx (Yr 4)	FY xx (Yr 5)	FY xx (Yr 6)	FY xx (Yr 7)

Total funding approved by Budget Manager: £		(Excl VAT)
UIN:	RAC:	
Name:	Signature:	
Post Title:	Date:	
Contact Number:		

4. Final Approval by Designated Officer (To be completed by the Authority)

Total agreed firm price for change notice: £		(Excl VAT)
Name:	Signature:	
Post Title:	Date:	
Contact Number:		

Completed form to be submitted to the Authority's Commercial Branch for action.

No work is to proceed until the change notice has been approved by Authority's Commercial Branch in accordance with Clause 19.1 (Change) of the Contract