

## Gateway Three

### Contract Extension and Variation Form

For use with all contract extensions, variations and extensions and variations under waiver

If the total value of the extension is less than £100,000 an extension or variation can be approved at a departmental level by the head of procurement. The value of an extension or variation is the value of the proposed amendment alone – not the value of the extension or variation added to the original contract value. For guidance on extensions and variations, see the [Lambeth Procurement Guide](#) for detailed information or an overview [here](#). **Be sure to overtype or delete this and the guidance following, before submitting your final draft and approval forms.**

Procurement approval type:		<input type="checkbox"/> Contract Extension <input type="checkbox"/> Contract Variation
Is a waiver to Contract Standing Orders required?		<input type="checkbox"/> YES <input type="checkbox"/> NO If yes, which clause(s)? No(s).
<b>Original Contract title</b> (100 characters max):		<b>Contract Register Number</b> (For Procurement Use only)
Procurement board date:		
Department\organisation:		
Business unit:		
Business unit code:		
Lead officer's name title, and phone number:		
Name, phone and mobile numbers of presenter:		

Confirm that you have access the Lambeth Contract Register here: ☐ Yes ☐ No

1	Contract Register no.:	
2	Contractor firm's name:	
3	Type of contract:	<input type="checkbox"/> Service <input type="checkbox"/> Supply <input type="checkbox"/> Works <input type="checkbox"/> Consultancy <input type="checkbox"/> Framework
4	Total value of original contract:	
5	Length of contract:	
6	Was the original procurement conducted under EU Procurement Directives?	<input type="checkbox"/> YES <input type="checkbox"/> NO
7	If yes, was the option to extend stated in the OJEU contract notice?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
8	Has an entry been made in the Forward Plan for this decision? (above £500k only)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
9	Original contract start date:	

PLEASE ANSWER 10 - 17 FOR CONTRACT EXTENSIONS:		
10	Value of contract extension:	
11	Length of contract extension requested:	
12	Start and end dates that the extension will apply:	
13	Were details of the extension included in the original tender advertisement?	<input type="checkbox"/> YES <input type="checkbox"/> NO
14	State reasons justifying extension as opposed to re-tendering:	
15	When was the last Gateway Four or Performance Review conducted? What was the supplier's score?	Date: Score:
16	Was the option to extend written into the contract terms and conditions? Does the text include a methodology for valuing the extension?	<input type="checkbox"/> YES <input type="checkbox"/> NO <i>If yes, please provide details in the report</i>
17	Have any other extensions to this contract been approved?	<input type="checkbox"/> YES <input type="checkbox"/> NO <i>If yes, please provide details in the report</i>

PLEASE ANSWER QUESTIONS 18 - 25 FOR CONTRACT VARIATIONS:		
18	Annual value of contract:	
19	State reasons justifying this variation:	
20	What is the total cost of the variation?	
21	Enter the details of the variation, e.g. all costs and / or change in specification:	
22	Is the cost of the variation accounted for solely within your budget?	<input type="checkbox"/> YES <input type="checkbox"/> NO <i>If no, please provide details in report</i>
23	Was the option to vary the contract written into the contract terms and conditions? Does the text include a methodology for valuing contract variations?	<input type="checkbox"/> YES <input type="checkbox"/> NO <i>If yes, please provide details in the report</i>
24	Have any other variations to this contract been approved?	<input type="checkbox"/> YES <input type="checkbox"/> NO <i>If yes, please provide details in the report</i>
25	Start and end date(s) variation will apply:	

26	<b>Officer Decisions</b>	
All procurements valued at £100k+ must be entered onto Officer Decisions by the CCO within 2 days of award approval. Confirm that this will be done here:		<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A

27	<b>Declarations of Interest (or exemptions)?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NONE
If YES, list below, adding additional lines if needed:		
Interest:	Officer name:	
Interest:	Officer name:	

<b>28</b>	<b>Savings</b>	<input type="checkbox"/> YES <input type="checkbox"/> NONE
Procurement officers and commissioners must try to achieve benchmark savings of at least 10% in tenders, contract variations and contract extensions. If savings cannot be made officers need to provide information about what actions they took to negotiate savings and ultimately why they were not possible.		
Total value of savings made:		£
Percentage of the contract's annual value:		%

### Delegated Authority

**I approve the above recommendations:**

Signature \_\_\_\_\_

Date \_\_\_\_\_

(Insert Name)  
Head of Service