



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

Contract Name:	The Provision of Personal Safety Training Support / Quality Assurance for Immigration Enforcement Initial Arrest Training	Contract Ref. No.	CCZP16A19 Variation 1
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CLIENT CHANGE NOTICE (CCN)

Initiated by:	REDACTED Immigration Enforcement (Part of the Home Office)	CCN Reference:	CCZP16A19-01
Source of change:	Customer	Date CCN Raised by relevant party:	Tuesday 15 th May 2018

STAGE 1 - CLIENT

Summary of proposals/ requirements :	<p>Further to the current contract expiry date of 6th November 2018, the Immigration Enforcement wishes to take up the option of a 6 month extension to 6th May 2019, as per the Contract.</p> <p>In addition, Immigration Enforcement also wishes to increase the Contract Value REDACTED to £103,000 (ex VAT); an increase of REDACTED.</p> <p>REDACTED</p> <p>The contract extension will be in line with the current contract terms and conditions and based upon the initial pricing schedule.</p>
Proposed payment:	In line with the Terms and Conditions of Contract
Required delivery date, with rationale:	6 th November 2018



Change authorised to proceed to Stage 2 (Customer organisation representative):	REDACTED	REDACTED Deputy Director	REDACTED
	Signature	Print Name & Position	Date
Change authorised to proceed to Stage 2 (CCS representative)	REDACTED	REDACTED Senior Procurement Specialist	REDACTED
	Signature	Print Name & Position	Date

STAGE 2 – SUPPLIER

Comments/ caveats on requested change:	
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ABORTIVE COSTS :

Anticipated period from CCN being authorised by client to start of related provision	
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Conflict Aggression & Resistance Management Systems (CARMS) 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 - Managing Director
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Variation Withdrawn

Yes/No

By signing below, unless CCN is withdrawn, the Authority as (defined in the contract) agrees to pay the Supplier (as defined in the contract) the costs detailed in Stage 2 by the deadlines agreed with the Supplier.

Signed
(Customer
Representative)

REDACTED

____ Signature ____

REDACTED

Deputy Director

Print Name & Position

REDACTED

Date

Change
authorised to
proceed to
implementation
(CCS):

REDACTED

Signature

REDACTED

Senior Procurement
Specialist

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 works have been completed/ provision required under the CCN commenced:

Date Signed by Customer:

Signed
(Customer representative):

Print Name & Position