



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

Contract Name:	Room Booking Hardware and Software	Contract Ref. No.	CON010
<u>CLIENT CHANGE NOTICE (CCN)</u>			

[insert summary of contractual provision/ process agreed with the supplier for contractual change control]

Initiated by:	REDACTED HM Treasury	CCN Reference:	CAN002
Source of change:	Customer	Date CCN Raised by relevant party:	05/11/2019

STAGE 1 - CLIENT

Summary of proposals/ requirements :	Further to the current contract expiry date of 30/11/2019 the Authority wishes to take up the option of a 6 month extension to 31/05/2020 as per the Call off. The contract extension will be in line with the current contract terms and conditions and based upon the initial pricing schedule.
Proposed payment:	In line with the Terms and Conditions of Contract
Required delivery date, with rationale:	30/11/2019



Change authorised to proceed to Stage 2 (Customer organisation representative):	REDACTED Signature	REDACTED Commercial Lead Print Name & Position	05/11/2019 Date
Change authorised to proceed to Stage 2 (CCS representative)	REDACTED Signature	REDACTED Category Sourcing Executive Print Name & Position	11/11/2019 Date
<u>STAGE 2 – SUPPLIER</u>			
Comments/ caveats on requested change:	<i>[e.g. proposed implementation route; conditions of delivery]</i>		
ABORTIVE COSTS :	<i>[Cost incurred if CCN is withdrawn. Delete this row if no abortive costs can be expected (e.g. supplier is unlikely to incur professional fees in costing and submitting a costed proposal)]</i>		
<i>NB: Any abortive costs to be discussed with the client before being incurred</i>			
Anticipated period from CCN being authorised by client to start of related provision			
<i>[Supplier name, as appears in the contract]</i> 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		
Date:	21/11/2019		



STAGE 3 – CLARIFICATIONS

[this stage is to be used if CCS/ customer organisation are not clear on- or don't agree with the supplier's proposals for CCN implementation.]

Clarification/ queries to to supplier regarding their proposals:		Date:	
Supplier response		Date:	

STAGE 4 - CUSTOMER CCN SIGN-OFF TO PROCEED TO IMPLEMENTATION

Variation Withdrawn	<div>[Yes/No]</div>
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By signing below, unless CCN is withdrawn, the *[Client / Authority, as defined in the contract]* agrees to pay the *[Supplier/ Contractor, as defined in the contract]* the costs detailed in Stage 2, by deadlines agreed with the supplier.

Signed (Customer Representative)	<div></div> Signature	<div></div> Print Name & Position	<div></div> Date
Change authorised to proceed to implementation (CCS):	<div></div> Signature	<div></div> Print Name & Position	<div></div> Date



STAGE 5 - CCN COMPLETION SIGN-OFF

[This section doesn't need to be filled in, if the extension is granted on the same terms and based on same rates as the original contract]

I confirm that the **[works have been completed/ 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