

Joint Schedule 2 (Variation Form)

This form is to be used in order to change a contract in accordance with Clause 24 (Changing the Contract)

Contract Details		
This variation is between:	UK Research and Innovation (the "Contracting Authority") And Reed Specialist Recruitment Limited ("the Supplier")	
Contract name:	THE SUPPLY OF NON CLINICAL STAFFING RM6277 CALL OFF ("the Contract")	
Contract reference number:	GSS23694	
Details of Proposed Variation		
Variation initiated by:	Contracting Authority	
Variation number:	004	
Date variation is raised:	13/03/2025	
Proposed variation:	To extend the temporary worker's original contract end date from 31/03/2025 to 30/09/2025.	
Reason for the variation:	To extend original contract end date.	
An Impact Assessment shall be provided within:	N/A	
Impact of Variation		
Likely impact of the proposed variation:	Low	
Outcome of Variation		
Contract variation:	This Contract detailed above is varied as follows: ██████████ – Administrator Contract End Date extended to: 30th September 2025 Day rate @ ██████████ ex VAT x ██████ additional working days = £26,984.16 excluding VAT. The Total Contract Value shall not exceed £115,946.32 excluding VAT.	
Financial variation:	Original Contract Value:	£11,545.38 excluding VAT
	Additional cost due to variation 001:	£23,053.04 excluding VAT
	Additional cost due to variation 002:	£28,820.23 excluding VAT
	Additional cost due to variation 003:	£25,543.51 excluding VAT
	Additional cost due to variation 004:	£26,984.16 excluding VAT
	New Contract value:	£115,946.32 excluding VAT

1. This Variation must be agreed and signed by both Parties to the Contract and shall only be effective from the date it is signed by the Contracting Authority.
2. Words and expressions in this Variation shall have the meanings given to them in the Contract.
3. The Contract, including any previous Variations, shall remain effective and unaltered except as amended by this Variation.

Signed by an authorised signatory for and on behalf of the Contracting Authority

Signature

Date

Name (in Capitals)

Address

Signed by an authorised signatory to sign for and on behalf of the Supplier

Signature

Date

Name (in Capitals)

Address