



Crown
Commercial
Service

HM TREASURY

- and -

CALDER CONFERENCES LTD

ANNEXES

relating to

**THE PROVISION OF GOVERNEMENT FINANCIAL SERVICES
EVENT**

CCCS17A11

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ANNEX A – HM TREASURY ENABLING AGREEMENT

SCHEDULE 18 - ENABLING AGREEMENT

ENABLING AGREEMENT

HM Treasury

THIS ENABLING AGREEMENT is made the 1st day of September 2016

BETWEEN:

- (1) HM Treasury at 1 Horse Guards Road, London, SW1A 2HQ (the "**Enabling Authority**"); and
- (2) Calder Conferences Ltd (a company registered in England and Wales under company number 3702902) (the "**Supplier**") whose main or registered office is at 4 Woodside Court, Clayton Wood Rise, Leeds, West Yorkshire, LS16 6RF

together referred to as the "**Parties**" and is effective as of the Commencement Date for the Enabling Agreement.

WHEREAS:

RECITALS

- (A) The Enabling Authority wishes for the Supplier to provide certain venue booking and management services to the Enabling Authority under the centralised arrangements that the Client has put in under the Contract for purchasing such services by Central Government Departments.
- (B) The Contract referenced in Recital A above for venue booking and management services was entered into between the Client and the Supplier on 10th August 2015.
- (C) With reference to Recitals (A) and (B) above, the Enabling Authority wishes, and the Supplier has agreed to provide the Services in accordance with the terms and conditions of the Enabling Agreement.

NOW IT IS HEREBY AGREED as follows:

PART A

A PART A PROVISIONS

A1 Initial Contract Period

A1.1 The Enabling Agreement shall take effect on the Commencement Date of the Enabling Agreement and, subject to Clause A1.2 below, shall continue until the end of the Initial Contract Period of the Contract.

A1.2 The Enabling Agreement shall continue:

- (a) until its expiry or the expiry of any Extension Period of the Enabling Agreement or termination, all of which shall be determined by the terms of the Contract, including Clauses A1 and A2 of the Contract; or
- (b) unless the Enabling Agreement is terminated in accordance with the terms of the Enabling Agreement provided always that such termination is escalated to the Client and the Supplier for resolution in accordance with the Dispute Resolution Procedures in Schedule 14 (Governance) of the Contract, as more particularly described in Clause A19.4 of the Contract.

A2 Beneficiaries – the Enabling Authority

A2.1 The Supplier acknowledges and agrees that the rights and benefits of the Client as set out in the Clauses of Part A of the Contract, Schedule 5 (Security) and Schedule 7 (Implementation Schedule) to Schedule 17 (Exit) of the Contract are not solely for the benefit of the Client and will, where applicable, also be for the benefit of the Enabling Authority. Unless otherwise stated in the Enabling Agreement, the Enabling Authority will be a Third Party Beneficiary under the Contract in respect of rights and benefits under the Clauses of Part A of the Contract, Schedule 5 (Security) and Schedules 7 (Implementation Schedule) to Schedule 17 (Exit), as more particularly described in Clause A6 of the Contract.

A3 Beneficiaries – the Client

A3.1 The Enabling Authority and the Supplier agree that the Client is a beneficiary under the Enabling Agreement and has a right to enforce the relevant terms of the Enabling Agreement in accordance with Clause B35.12 of the Contract.

A4 Performance of the Services

A4.1 The Supplier shall provide the Services in accordance with the terms of the Enabling Agreement, including Schedule 1 (Definitions) to Schedule 4 (Pricing and Invoicing) and Schedule 6 (Staff Transfer and Pensions).

A5 Termination and Dispute Resolution Procedure

A5.1 Notwithstanding any other provision of the Enabling Agreement, the Parties agree that any termination right that either the Supplier and/or an Enabling Authority may wish to exercise under the Enabling Agreement, shall be escalated to the Client and the Supplier for resolution in accordance with Dispute Resolution Procedure in Schedule 14 (Governance) of the Contract. The Parties agree that the relevant Enabling Agreement cannot be terminated unless and until the Dispute Resolution Procedure is followed in accordance with this Clause A5.1 and Clause A19.4 of the Contract.

A5.2 Notwithstanding any other provision of the Enabling Agreement, in respect of all Disputes between the Enabling Authority and the Supplier that are being attempted to be resolved in accordance with the terms of the Enabling Agreement, if such Dispute has not been resolved by the end of the commercial negotiation phase under Clause C1.6 of the Enabling Agreement, such Dispute shall be escalated to the Client and the Supplier for resolution in accordance with Dispute Resolution Procedure in Schedule 14 (Governance). For the avoidance of doubt, the escalation pursuant to this Clause A5.2 to the Client and the Supplier under Schedule 14 (Governance) shall commence at the level beginning at paragraph 6.1(2) of Schedule 14 (Governance).

A6 Consent of the Client

A6.1 The Parties agree that any changes that need to be made to the Enabling Agreement (including prior to its execution by the Parties) shall require the prior written approval of the Client. Such prior written approval shall be in accordance with Schedule 16 (Variation of Contract Form). Any amendment made in the Enabling Agreement or an attempt in the Enabling Agreement to amend the Contract shall be void and of no effect unless such amendment has been made in accordance with this Clause A6.1.

A6.2 The Enabling Authority and the Supplier shall seek the Client's written approved prior to entering into an Enabling Agreement. Such prior written approval shall be in accordance with Schedule 16 (Variation of Contract Form).

A6.3 The Enabling Authority and the Supplier shall not agree or incorporate any Special Requirements in Annex 1 (Special Requirements) without the prior written approval of the Client. Such prior written approval shall be in accordance with Schedule 16 (Variation of Contract Form).

A7 Incorporation of the Clauses and Schedules of the Contract into the Enabling Agreement

A7.1 Part B and Part C of the Enabling Agreement sets out the terms and conditions dealing with which Clauses (or parts thereof) of the Contract and which Schedules (or parts thereof) of the Contract are incorporated into the Enabling Agreement.

PART B

B PART B PROVISIONS

B1 Incorporation of the Clauses of Part B of the Contract

B1.1 Save as otherwise set out in Part C below, from the Commencement Date of the Enabling Agreement, the Clauses of Part B of the Contract are incorporated into this Part B of the Enabling Agreement.

B2 Incorporation of Schedule 1 (Definitions) to Schedule 4 (Pricing and Invoicing) and Schedule 6 (Staff Transfer and Pensions)

B2.1 Save as otherwise set out in Part C below, from the Commencement Date of the Enabling Agreement, Schedule 1 (Definitions) to Schedule 6 (Staff Transfer and Pensions) of the Contract are incorporated into the Enabling Agreement as Schedule 1 (Definitions) to Schedule 6 (Staff Transfer and Pensions) of the Enabling Agreement.

B3 Clauses of Part A of the Contract, Schedule 5 (Security Requirements and Plan) and Schedule 7 (Implementation Schedule) to Schedule 17 (Exit) of the Contract

B3.1 Subject to Clause A2.1 of the Enabling Agreement, the Parties acknowledge and agree that the Clauses of Part A of the Contract, Schedule 5 (Security Requirements and Plan) and Schedule 7 (Implementation Schedule) to Schedule 17 (Exit) are not incorporated into the Enabling Agreement.



PART C

C PART C PROVISIONS

C1 Changes to Clauses of Part B of the Contract

- C1.1 Unless otherwise stated in this Part C, all references to "Client" and "Contract" in the Clauses of Part B of the Contract or Schedule 1 (Definitions) of the Contract shall, as incorporated into the Enabling Agreement in accordance with the Clauses in Part B of the Enabling Agreement, unless the context requires otherwise, be regarded as references to the "Enabling Authority" and "Enabling Agreement", respectively.
- C1.2 Unless otherwise stated in this Part C, all references to "Enabling Authority" and "Enabling Agreement" in the Clauses of Part B of the Contract or Schedule 1 (Definitions) of the Contract shall, as incorporated into the Enabling Agreement in accordance with the Clauses in Part B of the Enabling Agreement, unless the context requires otherwise, be regarded as references to the "Client" and "Contract", respectively.
- C1.3 Unless otherwise stated in this Part C, all references to "Enabling Agreements", "any Enabling Agreements" or "an Enabling Agreement" in the Clauses of Part B of the Contract or Schedule 1 (Definitions of the Contract) shall, as incorporated into the Enabling Agreement in accordance with the Clauses in Part B of the Enabling Agreement, unless the context requires otherwise, be regarded as references to the "the Enabling Agreement".
- C1.4 Unless otherwise stated in this Part C, all references to "Commencement Date" in the Clauses of Part B of the Contract or Schedule 1 (Definitions) shall, as incorporated into the Enabling Agreement in accordance with the Clauses in Part B of the Enabling Agreement, unless the context requires otherwise, be regarded as references to the "Commencement Date" of the Enabling Agreement.
- C1.5 For the purposes of incorporation of Clause B35.12 (a) of the Contract into the Enabling Agreement, it shall be deemed to include the Client as a Third Party Beneficiary in respect of Clause A3 of the Enabling Agreement.
- C1.6 The Dispute Resolution Procedure for the Enabling Agreement is the same as the Dispute Resolution Procedure set out in paragraph 6 of Schedule 14 (Governance) of the Contract save that if the Dispute between the Enabling Authority and the Supplier is not resolved after the commercial negotiations phase described in paragraph 6.2(1) Schedule 14 (Governance), the Parties will escalate such unresolved dispute to the Client and the Supplier for resolution under the Dispute Resolution Procedure of the Contract in accordance with Clause A5.2 of the Enabling Agreement and Clause A19.5 of the Contract.
- C1.7 The following Clauses are incorporated into the Enabling Agreement in accordance with this Part C subject to the following terms:
- (a) the text in Clause B1.2(a)(ix) shall be replaced with: "any reference to the Enabling Agreement includes Schedule 1 (Definitions) to Schedule 4 (Pricing and Invoicing) and Schedule 6 (Staff Transfer and Pensions);"
 - (b) [NOT USED]
 - (c) Clause B1.2(c) shall not be amended on incorporation into the Enabling Agreement;

- (d) Clause B2.1 (Key Personnel) shall not be amended on incorporation into the Enabling Agreement;
 - (e) Clause B.2.2 (Supplier Personnel) shall not be amended on incorporation into the Enabling Agreement;
 - (f) Clause B6.5(a) shall not be amended on incorporation into the Enabling Agreement except that "Contract" shall be changed to "Contract and the Enabling Agreement";
 - (g) Clause B6.5(c) shall not be amended on incorporation into the Enabling Agreement except that "Client" shall be changed to "Client and Enabling Authority";
 - (h) [NOT USED]
 - (i) the text in Clause B7.2(d) shall be replaced with:

"The Supplier acknowledges and agrees that any Service Credit is a price adjustment and not an estimate of the Loss that may be suffered by the relevant Enabling Authority as a result of the Supplier's failure to meet the Service Levels in accordance with Schedule 3 (Service Levels and Service Credits)";
 - (j) any reference to "Management Charge" in the text in Clause B8 (Variation Procedure) shall be changed to "Charges";
 - (k) a new Clause B8.1(e) shall be added to Clause B8 (Variation Procedure) which states:

"notwithstanding the provisions of this Clause B8 above, any variation of the Enabling Agreement is subject to the terms of Clause A6 (Consent of the Client) of the Enabling Agreement;"
 - (l) the text in Clause B17.2(k) shall not be amended on incorporation into the Enabling Agreement;
- C2** Changes to Schedules 1 (Definitions) to Schedule 4 (Pricing & Invoicing) and Schedule 6 (Staff Transfer and Pensions)
- C2.1 Not used



Signed for and on behalf of the Enabling Authority, HM Treasury

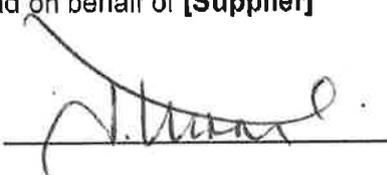
By: 

Name: ~~XXXXXXXXXX~~

My position is Deputy Director Finance and I confirm that I have authority to sign this Enabling Agreement on behalf of HM Treasury.

Date: 25/8/16

Signed for and on behalf of **[Supplier]**

By: 

Name: ~~JAMES TURNER~~

Title: CHIEF OPERATING OFFICER

Date: 25 Aug 2016



ANNEX 1 - Special Requirements

N/A – TRANSITIONING FROM RM1555



Annex 2 – Pick List

The Enabling Authority must provide the following information to the Supplier upon signing the Enabling Agreement, to assist the successful set up and implementation of this new account for Contract RM3735.

Enabling Authority Departmental Name: - HM Treasury

Your Name: - Gabriel Evbota

<i>Key Enabling Authority Contacts for this Enabling Agreement</i>			
Name	Position	Telephone	Email
Gabriel Evbota	Finance Operations Manager	01603 704662	Gabriel.Evbota@hmtreasury.gsi.gov.uk

<i>Enabling Authority address, including postcode</i> 1 Horse Guards Road, London, SW1A 2HQ
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<i>Billing Address (if different)</i> Rosebery Court, St Andrews Business Park, Norwich, NR7 0HS

SECTION A = SERVICE REQUIREMENTS:

The services required from Contract Four Specification are:-

Service Requirements	Yes, No, Later
Pricing as a 24 hour Rate for single rooms,	Y
Liaison service with the venue and or any other necessary third parties	Y
Refreshments/catering through a third party provider	Y
Onsite single point of contact	Y
Transportation from a third party supplier to and from the venue, of display stands, equipment and or other materials for the meeting or conference.	Y
Delegate management service(s) incorporating registration, provision of information, reception and management	Y
Delegate registration service	Y
VIP arrangements	Y

SECTION B = BOOKING POLICY & PROCESS REQUIREMENTS:

The Enabling Authority must provide contact details of the individual/s that are to receive the monthly consolidated invoice (if applicable). The Supplier shall email all invoices. Please complete the table below.

Email Address	Finance contact	Telephone No
Accounts.payable@ns&i.com	Gill Stevens-	0207 832 6066

The Enabling Authority must list all mandatory cost codes, purchase order numbers or any other codes that need capturing: Please complete the table below.

Code Fields title:	Mandatory Field:	Format:	Shown on Invoice?	Additional comments:
Office Location of Booker	Yes	Drop Down	Yes	N/A
Department	Yes	Drop Down	Yes	N/A
Cost Centre	Yes	Free Text	Yes	N/A
Purchase Order	Yes	Free Text	Yes	N/A

Do you prefer any other payment option(s) apart from Monthly Consolidated Billback?	Yes Invoiced per individual event – payable within 28 days of invoice date
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SIGNED for and on behalf of the
[CLIENT]

by: 
~~_____~~

SIGNED for and on behalf of the
(SUPPLIER)

by: 
JAMES TURNER

Position DEPUTY DIRECTOR
FINANCE

Position CHIEF OPERATING OFFICER



ANNEX 3 – Outline Implementation Plan

N/A – Transitioning from RM1555



ANNEX 4 – Reporting

Not Applicable – Transitioning from RM1555



ANNEX 5 – Key Personnel

1. General

1.1. The Supplier has assigned the following Key Personnel to the Enabling Agreement in the Key Roles detailed below:

1.2.

Key Role	Key Personnel
Contract Manager – RM3735 CCS Lead	James Turner <u>James@calders.org.uk</u> 0844 375 3233
General Manager – Operations	Jeanne Jordan <u>jeanne@calders.org.uk</u> 0844 375 3233
Customer Relationship Manager	Jason <u>Jason@calders.org.uk</u> 0844 375 3233
Head of Accounts / Invoicing	Sarah <u>Sarah@calders.org.uk</u> 0844 375 3233



ANNEX 6 - Transferring Employees

N/A – Transitioning from RM1555



ANNEX B – PRICE SCHEDULE

Thank you for asking us to submit an estimate of costs for your project. Please note our costs are exclusive of VAT, and subject to change based on your final specification.

Total cost of required services: £50,362.00 + VAT

- Total cost of optional services: £15,855.50 + VAT

For a full breakdown of costs please see below. Please bear in mind that costs for our incurred expenses, including flights and accommodation, are liable to increase depending upon the date of project confirmation.

Costs for the provision of all AV are not included in the breakdown below, however, based on the figures for last year's event we would allocate an allowance of **£70,619**. A detailed budget can be provided if required.

Breakdown of Quote Items

Event Management				
DESCRIPTION	QTY	DAYS	UNIT PRICE	TOTAL
Attendance at one meeting at the venue by the Technical Production Manager	1.00	1	£360.00	£360.00
Attendance at a full day meeting at the venue by the project director	1.00	1	£500.00	£500.00
Attendance at two full day meetings at the venue by the project manager	1.00	2	£400.00	£800.00
Attendance at a half day meeting in London by the project director	1.00	1	£500.00	£500.00
Attendance at a four half day meetings in London by the project manager	1.00	4	£400.00	£400.00
Travel allowance for meetings	1.00		£100.00	£100.00



<p>Dedicated Project Manager to liaise with GFT team as Project lead.</p> <p>Project Management to include;</p> <ul style="list-style-type: none"> - Oversee the delivery team - Production of project plan with timeline, milestones and responsibility owners - Budget management including invoicing and final reconciliation - Deal with final administrative arrangements on the days of the event; <ul style="list-style-type: none"> • Establishing speakers' audiovisual requirements; • Collecting speakers' slides and forward to any AV company; • Establishing their times for arrival and their requirements for accommodation, meals etc.; • Obtain speaker biographies, photos, synopsis, presentation for their session; 	80.00		850.00	8,100.00
<ul style="list-style-type: none"> - Venue co-ordinator to manage the overall venue budget keeping costs to a minimum; <ul style="list-style-type: none"> • Administering the arrangements at the main venue • Administering the arrangements for delegates using overspill hotels; • Deal with problems associated with the chosen venue • - To arrange a food tasting session and menu selection with the venue prior to the event. 	80.00		8,100.00	8,100.00
<p>Dedicated Exhibition Manager to write and issue exhibitor contracts to external parties in accordance with the instructions and approval provided by the GFT;</p> <ul style="list-style-type: none"> - Informing exhibitors and speakers of arrangements; - Establish exhibitors' requirements' including any audio-visual requirements; - Liaising with exhibitors and notifying of location; - Obtain exhibition company biographies and logos for inclusion in the event programme; 	64.00		8,100.00	8,100.00

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Production team to liaise with the event venue to arrange appropriate audio-visual equipment; - Securing a range of quotes to supply AV support for the event to ensure value for money. - Ensure the venue has suitable Wi-Fi connection - Ensuring AV support is provided across the event including each syndicate room and main event rooms, display plasmas, stage set, lighting, music (for award ceremony), presentation checks with each presenter, Q&A in each session if required;	40.00		215.00	215.00
Design signage with two changes	1.00		220.00	220.00
Design event brochure design based on 12 pages and sign off by the agreed deadline in the project plan. Missing a deadline could attract additional costs.	3.00		200.00	200.00
Design a venue floor plan, per hour	1.00		200.00	200.00
Ensuring all presentations are correct in the main plenary and syndicate rooms; Provide a welcome slide for the main event room and holding slide for syndicate rooms;	1.00	1	200.00	200.00
Design exhibition floor plans, per hour	1.00		200.00	200.00
Attendance of the Exhibition Manager to oversee the exhibition installation and the chosen technical provider.	1.00	3	200.00	200.00
Attendance of the Project Director to oversee delivery of the event and manage the on-site team.	1.00	3	200.00	200.00

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Attendance of Project Manager for the duration of the event. Project Manager will conduct onsite briefing with all necessary parties and produce a detailed running order for efficient and timely management of the event. Attendance for duration of the event to oversee the delivery of the event. Attendance at gala dinner and awards ceremony to deal with any issues that may arise.	1.00	3	£1,500.00	£4,500.00
To produce 10 A2 directional signs for the venue, in addition to the venue signage.	10.00		£1,000.00	£1,000.00
Accommodation allowance	6.00	2	£1,200.00	£1,200.00
Per diems allowance	6.00	3	£1,800.00	£1,800.00
Mileage	200.00		£200.00	£200.00
Transport of kit & staff to & from the venue	1.00		£100.00	£100.00
Attendance of 12 members of our events team over the two days of the event to register delegates on arrival using our fast track e-ticketing system, act as ushers, run microphones during question sessions and help with general enquiries.	12.00	1	£1,200.00	£1,200.00
Attendance by Delegate Manager on the setup day and the two event days to oversee the registration process. Manage a help desk for last minute registrations, payments and other registration enquiries.	1.00	3	£300.00	£900.00
Event Management TOTAL: £12,000.00				



Delegate Management

DESCRIPTION	QTY	DAYS	UNIT PRICE	TOTAL
<p>Delegate Management team to manage the project for the duration of the event to include.</p> <p>A dedicated Delegate Manager to be the main point of contact for the GFT</p> <p>Delegate database management including handling all applications for the event.</p> <p>Providing a regular delegate list and numbers to the GFT at a frequency to be agreed.</p>	120.00		25.00	3000.00
<p>Delegate Management This includes:</p> <p>Database set up, building and programming a database system for your event Registration website</p> <p>Features available as standard:</p> <ul style="list-style-type: none"> - Registration form building - Allocation to workshops at the time of registering - Online voting including free text options - Discussion forums - Badges - Social media integration - A download area, to include documents, (non streamed) media files, presentations, and images - Venue details including a link to Google Maps - Agenda - Accommodation information - Delegate search facility (if required) - Frequently asked questions - Banner header for website <p>Automated confirmation when registering online</p> <p>Reporting on delegate data, including export function</p> <p>E-mail joining instructions</p> <p>Design and production of lapel badges</p>	850.00		25.00	21250.00

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(excluding courier costs) 10 question online questionnaire (and evaluation report of responses)				
Technical support helpline and technical support email inbox	850.00			
Provide our badge scanning & printing service free of charge. Cost would normally be £1500	1.00			



<p>Payment online via credit card @ £2.50 per delegate. Please note: the clearing house also levies a 3.5% service charge on each credit card transaction.</p> <p>The number of delegates using this service is an estimate and the final costs will vary dependent on the final number</p>	450.00		13,500.00	13,500.00
<p>Payment of invoice by BACS transfer, telephone/e-mail @ £7.50 per delegate</p> <p>The number of delegates using this service is an estimate and the final costs will vary dependent on the final number</p>	400.00		3,000.00	3,000.00
<p>To chase outstanding delegate fees by telephone</p>	10.00		285.00	285.00
<p>Providing the GFT with cash budgeting and monthly / then from beginning of October weekly reports leading to the event including statements and detail reconciliations.</p>	9.00		675.00	675.00
<p>Transaction fees (3.5% of fees received)</p> <p>The final costs will be calculated based on the transactions completed during the event.</p> <p>Last year's figure was £2,860.48</p>	1.00		286.04	286.04
Delegate Management TOTAL:				17,036.04

Event App

DESCRIPTION	QTY	DAYS	UNIT PRICE	TOTAL
Onsite event app technician for the set up & the main event days	1.00	3	197.50	197.50



To generate a dedicated event app, including initial project meeting to establish app content, the design and build of the event app, importing and populating app data: - agenda and venue information - delegate profiles - downloads - speaker and exhibitor information - programming of interactive content - social media integration and all interactive	1.00			
To allow up to 850 delegates to connect to the audience engagement technology using their own devices with event app. The additional 50 logins are provided free of charge NB: Included at no extra charge are 850 licences to allow delegates to vote using the app on their own devices. The cost per licence is normally £3. The voting will be active in the main plenary room only not the workshops	800.00			
Control equipment to run the app	1.00			
Event App TOTAL:				

Additional Services

DESCRIPTION	QTY	DAYS	UNIT PRICE	TOTAL
20 packs of flipchart paper	1.00			
To print 800 16pp A4 portrait printed four colour process onto 250gsm silk throughout. Crease, collate, fold, stitch and trim to size. Price is based on meeting the design deadline as agreed in the project plan. Missing this date could affect the final cost	1.00			
2000 branded pens	1.00			
Additional Services TOTAL:				

Breakdown of Optional Items

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Event Management

DESCRIPTION	QTY	DAYS	UNIT PRICE	TOTAL
Allowance for two additional plasma screens set up to show digital signage in the areas not covered by venue or printed signage	1.00	1	11,111.00	11,111.00

Event App

DESCRIPTION	QTY	DAYS	UNIT PRICE	TOTAL
Enable delegates to create their own forums	1.00		1,111.00	1,111.00
Personalised 'My Accommodation' tab confirming each delegate's allocated hotel and additional information	1.00		1,111.00	1,111.00
10" iPad (2 day rate)	50.00	1	2,222.00	111,100.00
10" iPad insurance (for 2 day hire)	50.00	1	1,111.00	55,550.00

Additional Services

DESCRIPTION	QTY	DAYS	UNIT PRICE	TOTAL
11 A1 print outs for GFT Exhibition	1.00		1,111.00	1,111.00
1100 branded event lanyards and 100 GIAA lanyards	1.00		1,111.00	1,111.00

Venue WiFi

DESCRIPTION	QTY	DAYS	UNIT PRICE	TOTAL
Additional WiFi bandwidth. This is an allowance based on last years costs	1.00		1,111.00	1,111.00



Thank you for asking us to submit an estimate of costs for your project. Please note our costs are exclusive of VAT, and subject to change based on your final specification.
Total cost of required services: £50,362.00 + VAT

1.1 Total cost of optional services: £15,855.50 + VAT

For a full breakdown of costs please see below. Please bear in mind that costs for our incurred expenses, including flights and accommodation, are liable to increase depending upon the date of project confirmation.

Costs for the provision of all AV are not included in the breakdown below, however, based on the figures for last year's event we would allocate an allowance of **£70,619**. A detailed budget can be provided if required.

ANNEX C – STATEMENT OF REQUIREMENT

2. DEFINITIONS

Expression or Acronym	Definition
The Authority	Means HM Treasury.
GFF	Means Government Finance Function
GFT	Means Government Finance Team (managing the event)
GFIA	Means Government Finance and Internal Audit

3. SCOPE OF REQUIREMENT

- 3.1 A full event management service will cover all liaison with the venue; administration, speaker and exhibitor requirements, associated event digital products (website, mobile app, audio visual) and detailed financial management. The event management service will also be required to help administer accommodation requirements for delegates arriving on the evening prior to the event.
- 3.2 Registration for the event will take place on the morning of the first day and the event will end approximately at 5.00pm the following day.

4. THE REQUIREMENT

- 4.1 The event management services required are:

4.1.1 Location and Venue Finding

- The main venue for the 2018 Event is being secured by the current provider. Overspill hotel(s) may be needed and the potential provider will be required to source any overspill hotel(s), ensuring that this reflects the requirements agreed with the GFT. Overspill hotel(s) must be within 10 minutes' walk of the main event location; and
- The potential provider must ensure that all costs are kept to a minimum and suggesting ways to achieve value for money. The cost of the venue will be covered by the delegate rate. The potential provider will be required to venue source for the 2019 event in April/May 2018 including any overspill hotels, which must be within 10 minutes' walk of the main event location.

4.1.2 Plenary and syndicate rooms

In each case the potential provider must ensure that:

- The main plenary room is to be set up to accommodate full complement of delegates. Layout is to be agreed with the GFT;
- The potential provider will allocate syndicate rooms based on the event programme with advice from the GFT; and

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- The plenary/syndicate room(s) specified for the event when booked shall be the room(s) made available for the GFT. The room(s) shall be set out as requested with sufficient seating for delegates. The room(s) shall be clean and in reasonable decorative order and lit, heated and/or ventilated as required to ensure the comfort of the delegates.

4.1.3 Requirement for Overspill Hotel(s)

The potential provider should ensure that the following shall be included as standard:

- Over-night accommodation for delegates. All bedrooms must have ensuite with toilet, hand basin, bath and/or shower. As a minimum all rooms must contain a bed, chair, wardrobe, telephone, television, tea and coffee making facilities and an area where delegates can work at a desk or similar flat surface with suitable lighting. Rooms must be clean and of reasonable decorative standard with adjustable heating and ventilation to ensure comfort.

If any of the above facilities are not available to all delegates the GFT shall be informed at the time of booking and their agreement obtained before a firm booking is deemed to have been made.

4.1.4 Disabled facilities

All venues should accommodate the needs of those with disabilities.

4.1.5 Administration of the Annual Event

The potential provider will manage all aspects of the event administration both before and during the event. Including but not exclusively limited to:

- Producing a project plan for the GF event to be shared with the GFT. Timetable to be agreed with the successful provider;
- Administering the arrangements for delegates using overspill hotel(s);
- Delegate database management; including handling all event applications and providing a regular delegate list and numbers to the GFT frequency to be agreed;
- Set up and maintain a delegate reserve list once break even has been reached, number to be agreed with GFT;
- Sending of confirmation of booking, issue joining instructions and highlight any cancellation implications, carryout booking checks and reservations;
- Producing delegate name badges and a table plan (working with the GFT);
- Dealing with final administrative arrangements on the days of the event;
- Dealing with problems associated with the chosen venue (double booking, fire / flood and other crises), with any suggested solution carried out following consultation with the GFT;
- Acting as the point of contact with the venue, managing the relationship before, during and after the event;
- Liaising with the event venue to arrange appropriate audio-visual equipment;
- Subcontracting by the Provider (e.g. for AV equipment) securing a range of quotes to ensure value for money, will be subject to GFT's approval;
- Attending the gala dinner and awards ceremony to deal with any issues that may arise;

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- Dealing with pre-dinner drinks arrangements for the night prior to event (date to be confirmed) and booking of accommodation for the night prior as directed by the GFT;
- Providing sufficient signage production for the event including syndicate rooms;
- Providing branded pens and sufficient (non-branded) flipchart paper for the event
- Ensuring enough Provider staff are available to assist with ensuring smooth movement between sessions;
- Ensuring all presentations are correct in the main plenary and syndicate rooms;
- Providing a welcome slide for the main event room and holding slide for syndicate rooms;
- Providing a venue and exhibition floor plan to the GFT;
- Arranging for the production and delivery of the event brochure working with the GF Team. Exact size to be confirmed but expected to be between 14 -16 pages;
- Setting up an online facility to allow online bookings and take payment from delegates.
- Providing event content via a website and mobile app, allowing delegates to register for conference sessions via their mobile app or online. Maintain and update content on mobile app and website as directed by the GFT. (Further information is listed in 6.1.10);
- Ensuring all digital content is thoroughly tested and stable; and
- Ensuring all delegate information is held in a secure and confidential way.

As well as overseeing the smooth running of the event, the potential provider will also be required to register and look after delegates on the days of the event and liaise with staff at the event venue to resolve any domestic problems arising during the event.

4.1.6 Annual Government Finance Awards Ceremony

The annual awards ceremony takes places at the GFIA event dinner. The potential provider will need to offer the following support:

- Advertising the awards on the event website;
- Working with the GFT setting up of an electronic submission process;
- Sourcing options for awards ensuring value for money;
- Ordering the awards once agreed with the GFT; and
- Payment of invoices for costs incurred relating to the Government Finance Function annual awards that have been agreed with the GFT.

4.1.7 Food and refreshments

- Day delegates should be provided with a buffet lunch as agreed with the GFT;
- The potential provider is to arrange a food tasting session and menu selection with the venue prior to the event. Food recommendations to be made to the GFT;
- Tea and coffee with biscuits shall be served in the morning and afternoon at times to be specified by the GFT. Still and sparkling mineral water shall also be available in the event room(s) at all times;
- Where delegates stay over-night they shall be provided with, in addition to the above, a 3 course evening meal and a choice of either a continental or full English breakfast;

- The facilities provider shall also be required to meet special dietary requirements which delegates may have. Additional costs likely to be incurred will be covered by delegate fees/sponsorship where necessary and will be agreed with the GFT.

4.1.8 Speaker and exhibitor requirements

The potential provider will be responsible for assisting with speakers and exhibitors requirements. Including but not exclusively limited to:

- Writing and issuing exhibitor contracts to external parties in accordance with the instructions and approval provided by the GFT;
- Informing exhibitors and speakers of arrangements;
- Space will be required for exhibition stands. Number of stands to be confirmed at least one month prior to the event but earlier if possible. The exhibition normally runs during registration and for the duration of the event;
- Establishing exhibitors' requirements';
- Establishing speakers' audio-visual requirements;
- Collecting speakers' slides and manage with the AV provider, ensuring smooth running on the day;
- Establishing their times for arrival and their requirements for accommodation, meals etc.;
- Obtaining speaker biographies, photos, synopsis, presentation for their session;
- Obtaining exhibition company biographies and logos for inclusion in the event programme;
- Liaising with exhibitors; and
- Notifying of location.

Exact number of exhibitors to be confirmed but we expect the number to be between 20 and 25.

The potential provider will also be responsible for keeping the GFT informed of developments and notifying the GFT of any incident that would / might mean a delay or a problem to the event or where it would appear that requirements are not likely to be met for whatever reason.

GFT will supply contact details and a comprehensive breakdown of speakers, exhibitors/package agreements. The potential provider will not be asked to source exhibitors on behalf of the GFF.

4.1.9 Audio and Visual equipment required for the events

- Ensuring staging and technical requirements are procured and delivered properly, within the agreed budget for AV;
- Main event room must include all the necessary equipment to generate computer slides (including laptop computer and a data projector);
- Lapel microphone(s) for speaker(s) and radio microphones, in the main event room;
- Data projector, pens and flip chart in each syndicate room;
- Ensuring AV support is provided across the event including each syndicate room and main event rooms, display plasmas, stage set, lighting, music (for award ceremony), presentation checks with each presenter, Q&A in each session if required;

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- Ensuring that the venue has working Wi-Fi; and enough bandwidth for use of ipads, mobiles by delegates
- If additional ipads are required by delegates, these will be provided for by The Supplier up to a maximum of 50
- Working with the AV company to source voting buttons for use throughout the event ensuring they are procured and delivered properly, representing value for money.

4.1.10 Event App required for the events

The potential provider working with the GFT will deliver a dedicated event app which can be used on delegates own mobile devices. This should include but not exclusively limited to:

- Agenda and venue information;
- Delegate profiles;
- Downloads;
- Speaker and exhibitor information;
- Programming interactive content;
- Social media and delegate interaction; and
- Ability to vote interactively .
- Ensure all delegate/profile information collected is held in a secure and confidential way accordance with Cabinet Office data guidelines and the Data Protection Act

The potential provider will need to ensure that the venue wifi has the capacity to support the app when used by 850+ delegates. If the venue wifi is not deemed appropriate, the Provider is to take appropriate steps to secure accessibility and bandwidth e.g. such as plug in wifi boosters in rooms while delivering value for money.

4.1.11 Financial Management

The potential provider will provide full financial management and be responsible for settling invoices arising from the running of the event and any related GF activities.

Financial Management includes:

- Collecting and managing the exhibitor funds in accordance with exhibitor contracts and the CCS RM3735 framework agreement for Venue Sourcing & Event Management;
- Providing the GFT with cash budgeting and monthly / then from beginning of October weekly leading to the event including statements and detail reconciliations;
- The holding of Government Finance funds in accordance with accounting principles and governance ensuring value for money;
- Compliance with current HMRC rules on accounting for VAT;
- The Authority has discretion over the disbursement of any surplus funds arising after all outstanding event expenses are settled;
- Remaining funds will be disbursed as instructed by the Authority, this includes to a third party if appropriate; and
- Any shortfall of income for the event will be covered by the Authority.

In relation to invoicing for the Annual GF Event:

- Invoicing delegates and collection of payments, for those attending both days the delegate rate will include the cost of the hotels, for the night prior to the event we would expect the potential provider to invoice delegates as appropriate;
- Invoicing exhibitors and collection of payments;
- Recovering late or non-payments; and
- Payment of invoices for costs incurred relating to the Government Finance Function annual event once costs have been agreed with the GFT.

The invoices will be issued by the potential provider with funds collected belonging to HMT.

4.1.12 Delegate rate

The potential provider will work with the GFT to set an agreed delegate rate at the outset that ensures direct and associated costs for running the event can be recovered through it. This should be achieved by providing a recommendation to the GFT on the delegate rate. The GFT will then make the final decision on the rate. The delegate rate will be included in the invitation.

GFT to supply final confirmation of all non-paying guests within an agreed deadline as this directly impacts the breakeven.

In arriving at this rate the potential provider will consider:

- Supplier's fees providing services include all expenses for the venue and associated costs;
- Ensuring break even costs are covered and risks managed in planning /options / delivery (at early bird booking rate);
- VAT on each cost element;
- Other hotel expenses such as breakages / use of facilities etc.;
- Overhead expenses for Speakers and Guests attending the event, these will have been agreed with the GFT organising team in advance, payment of the invoice will be made as directed by the GFT from funds collected through sponsorship;
- Expenses incurred by members of the GFT team during the event; and
- Hire/operational costs for audio visual equipment.

4.1.13 Subcontracted costs

- Costs for subcontracting should be borne by the potential provider and account should be taken for this in the final delegation rate. The GFT should be consulted in the event of any subcontracting.

5. KEY MILESTONES

- 5.1 The potential provider should note the following project milestones will be used by the Authority to measure the quality of delivery against:

Milestone	Description	Timeframe
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1	Introductory Meeting between GFT and Provider	Within week 1 of Contract Award
2	Agreeing project plan for the event	Within 1 month of Contract Award
3	Booking overspill hotels as appropriate	Within week 2 of Contract Award
4	Setting up event website and booking facilities	Within week 4 – 7 weeks of Contract Award

6. AUTHORITY'S RESPONSIBILITIES

- 6.1 The Authority shall work with the potential provider in a constructive and collaborative manner in order to make sure the requirements set out in the Service Description are delivered.

7. REPORTING

- 7.1 The potential provider will provide Financial Management Information on a monthly basis from the start of contract to GFT event manager. From the beginning of October 2017 to the week of the event this will increase to a weekly basis. Within a month of the event taking place a reconciled income and expenditure report should be produced and sent to the GFT event manager. A similar timetable will be required for the following year's event. This is to include the following information:

- Invoices issued to delegates for attending the event.
- Invoices issued to Exhibitors attending the event.
- Invoices paid on behalf of the GFF for the event to provider and hotel.

This information is to be provided in database format showing full income and expenditure details. This is to be sent to the nominated GFF Event Manager.

- 7.2 The potential provider will provide progress against the project plan and send this to the GFF Event Manager on a weekly basis this is to take the format of high level reporting. Details to be agreed with GFF Event Manager at time of contact award.
- 7.3 The potential provider will provide delegate information on a monthly basis from the start of the booking process this should be submitted to the GFF Event Manager on the first Monday of each month. From October 2017 to the event date this information is to be provided on a weekly basis. For the event the following year similar time periods to be agreed by the GFT will be required for delegate information. This information will take the form of a database containing full details of the bookings.

8. VOLUMES

- 8.1 In 2017 the event was attended by just under 900 delegates and exhibitors. We would expect a similar number for 2018 and 2019

9. CONTINUOUS IMPROVEMENT

- 9.1 The potential provider will be expected to continually improve the way in which the required Services are to be delivered throughout the Contract duration.

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9.2 The potential provider should present new ways of working to the Authority during monthly Contract review meetings.

9.3 Changes to the way in which the Services are to be delivered must be brought to the Authority's attention and agreed prior to any changes being implemented.

10. QUALITY

10.1 The Authority requires the potential provider provides a high quality level of service, products and resource throughout the duration of the contract to meet the needs of delegates, exhibitors, outsourced provider and the GFT.

10.2 The budget for the Events Management Contract is £90,000 for two years and £92,000 for audio visual for 2 years. The budget will be equally split between the years as The Authority reserves the right to cancel the contract after one year. Please note, we do not expect a Potential Provider's tendered price exceed a variance of more than 12% of this budget.

10.3 Prices are to be submitted via the e-Sourcing Suite on a pricing schedule. Prices should be inclusive of expenses and exclusive of VAT.

11. STAFF AND CUSTOMER SERVICE

11.1 The potential provider will provide a sufficient level of resource throughout the duration of the contract in order to consistently deliver a quality service to all parties.

11.2 The potential provider staff assigned to the contract will have the relevant qualifications and experience to deliver the Contract.

11.3 The potential provider will ensure that staff understand the Authority's vision and objectives and will provide excellent customer service to the Authority throughout the duration of the Contract.

12. SERVICE LEVELS AND PERFORMANCE

12.1 The Authority will measure the quality of the supplier's delivery by:

12.1.1 Assessing whether the key project milestones have been met in line with the project plan (to be agreed between the successful provider and GFT at the outset of the contract).

12.1.2 Assessing qualitative performance against feedback from attendees.

12.1.3 Feedback from the GFT and delegates on the timeliness of the information supplied to the GPT and delegates.

12.1.4 MI reporting. Please see Appendix C - Ts&Cs, detailing the full requirements, page 100.

Performance Criteria	Key Indicator	Performance Measure	Service Credit for each Service Period
Accurate and timely billing of Customer	Accuracy /Timeliness	at least 98% at all times	0.5% Service Credit gained for each percentage under the specified performance measure
Access to Customer support	Availability	at least 98% at all times	0.5% Service Credit gained for each percentage under the specified performance measure
Complaints Handling	Availability/ Timelines	At least 98% at all times	0.5% Service Credit gained for each percentage under the specified performance measure
Delivery and provision of Services as detailed in this document	Quality/ Timelines	at least 98% at all times	2% Service Credit gained for each percentage under the specified performance measure
Timely provision of the Services 8 hours a day, 5 days a week.	Services Availability	at least 98% at all times	2% Service Credit gained for each percentage under the specified performance measure.

13. SECURITY REQUIREMENTS

13.1 The potential provider will ensure that Civil Service staff data is held in a secure way in accordance with the Data Protection Act and Cabinet Office guidelines.

14. INTELLECTUAL PROPERTY RIGHTS (IPR)

14.1 The Authority will own the rights to any products and creatives produced as a result of this Contract.

14.2 The potential provider should gain permission for the use of the products, creatives in any future activities undertaken by the provider including tendering exercises.



15. PAYMENT

- 15.1 Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables.
- 15.2 Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.

16. ADDITIONAL INFORMATION

- 16.1 Not used.

17. LOCATION

- 17.1 The location of the Services is to be confirmed.



ANNEX D – SUPPLIERS RESPONSE

Not applicable – Price only procurement

ANNEX E – CLARIFICATIONS

Not applicable



ANNEX F – ADDITIONAL TERMS & CONDITIONS

Not applicable

ANNEX G – CHANGE CONTROL FORMS

**Contract Management Guidance – Template #10
CHANGE CONTROL FORM- General – v. 4**

Contract Name:

Contract Ref. No.

[This is a template format for a Change Control Form, to be used for initiation and management of contract changes from change initiation to sign off. The change details and progress should be also captured in the central Change Control Register (#9). The form headings correlate to key stages in the change approval process. Not all the information listed under each stage will necessarily be needed for every contract and the content may need to be supplemented with contract-specific provisions. However all the stages need to be filled in and signed off before the change is regarded as complete.]

Before progressing the change from stage to stage always make sure that representatives signing the change on behalf of the customer, supplier and CCS have the authority to approve the scope and cost of the relevant change. Refer to CM Standards Change Control stage for further guidance]

[Guidance on how to fill in specific stages or the wording to be added in relation to each specific contract is put in square brackets and in Italics throughout the document]



Change

Change Control Process map: Management Process

CUSTOMER CHANGE NOTICE (CCN)

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

Initiated by:	<i>[name/ job title/ organisation]</i>	CCN Reference:	<i>[unique ref. No., as recorded in Change Control Register]</i>
Source of change:	<i>[Customer/ CCS/ Supplier]</i>	Date CCN Raised by relevant party:	
<u>STAGE 1 - CUSTOMER</u>			
Summary of proposals/ requirements	<p>This is a variation to the contract between the <i>[insert authority]</i> and <i>[insert supplier]</i>.</p> <p>The Terms and Conditions of the Contract apply but with the following amendments:</p> <p>Reason for change: <i>[change in customer requirements; savings initiative; change in law/ regulations etc]</i></p>		
Proposed payment:	<i>[lump sum/ ongoing payments]</i>		
Required delivery date, with rationale:	<i>[specify if there is a critical deadline by which the change needs to be complete (e.g. specific event such as a scheduled date for opening of a new office or government committee date)]</i>		
Change authorised to proceed to Stage 2 (Customer organisation representative)			
	Signature	Print Name & Position	Date
Change authorised to proceed to Stage 2 (CCS representative):			
	Signature	Print Name & Position	Date
<u>STAGE 2 – SUPPLIER</u>			
Comments/ Caveats on requested change	<i>[e.g. proposed implementation route; conditions of delivery]</i>		

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CAPITAL / IMPLEMENTATION COST		
Labour		
Materials		
Other Costs		
TOTAL:		
REVENUE COSTS (per annum)		
	Contract Base Rate	Current Contract Rate
Breakdown		
TOTAL		
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 customer before being incurred</i>		



Anticipated period from CCN being authorised by customer to start of related provision

Anticipated implementation period, if any

Signed (Supplier Representative)

Print Name & Position:

Date:

Change authorised to proceed to Stage 4 (CCS):

Signature

Print Name & Position

Date

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.]

Clarifications/ queries to supplier regarding their proposals:

Date:

Supplier Response

Date:

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

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CCN Withdrawn:

By signing below, unless CCN is withdrawn, the *[Customer / 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, or as defined in the contract.

Signed
(Customer
Representative

Print Name & Position

Date:

Change
authorised to
proceed to
implementation
(CCS):

Signature

Print Name & Position

Date:

STAGE 5 - CCN COMPLETION SIGN-OFF

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

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

Contract Name:	XXXX	Contract Ref. No.	XXXX [Insert CCN Change Number]
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[This is a template format for a Change Control Form, to be used for initiation and management of contract changes from change initiation to sign off. The change details and progress should be also captured in the central Change Control Register (#9). The form headings correlate to key stages in the change approval process. Not all the information listed under each stage will necessarily be needed for every contract and the content may need to be supplemented with contract-specific provisions. However all the stages need to be filled in and signed off before the change is regarded as complete.]

Before progressing the change from stage to stage always make sure that representatives signing the change on behalf of the customer, supplier and CCS have the authority to approve the scope and cost of the relevant change. Refer to CM Standards Change Control stage for further guidance

[Guidance on how to fill in specific stages or the wording to be added in relation to each specific contract is put in square brackets and in Italics throughout the document]



Change

Management Process

Change Control Process map:

CLIENT CHANGE NOTICE (CCN)

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

Initiated by:

[name/ job title/ organisation]

CCN Reference:

[unique ref. No., as recorded in Change Control Register]

Source of change:

[Customer/ CCS/ Supplier]

Date CCN
Raised by
relevant
party:

STAGE 1 - CLIENT

Summary of proposals/
requirements :

Further to the current contract expiry date of [insert date] the [insert contracting authority name] wishes to take up the option of a [insert extensions duration] extension to [insert new expiry date] as per the [Contract/ Agreement/ 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:	<i>[Contract current expiry date]</i>						
Change authorised to proceed to Stage 2 (Customer organisation representative):	<table border="1"> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td>Signature</td> <td>Print Name & Position</td> <td>Date</td> </tr> </table>				Signature	Print Name & Position	Date
Signature	Print Name & Position	Date					
Change authorised to proceed to Stage 2 (CCS representative)	<table border="1"> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td>Signature</td> <td>Print Name & Position</td> <td>Date</td> </tr> </table>				Signature	Print Name & Position	Date
Signature	Print Name & Position	Date					
STAGE 2 – SUPPLIER							
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							

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[Supplier name, as appears in the contract] confirms that the costs identified above are the agreed figures that will be payable on CCN implementation

Signed (Supplier Representative):

Print Name & Position:

Date:

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

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)

Signature

Print Name & Position

Date

Change
authorised to
proceed to
implementation
(CCS):



Signature

Print Name & Position

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