



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

Contract Name:	Accelerating Efficiency Savings in Grants	Contract Ref. No.	CCS Reference: CCCC17A15 (Variation Ref: CCCC17A15-03)
-----------------------	---	--------------------------	---

CLIENT CHANGE NOTICE (CCN)

Initiated by:	REDACTED	CCN Reference:	CCN 3
Source of change:	Cabinet Office	Date CCN Raised by relevant party:	10 th May 2018

STAGE 1 – CLIENT

Summary of proposals/ requirements :	<p>This is a variation to the Contract between the Cabinet Office and Ernst & Young LLP.</p> <p>The Terms and Conditions of the Contract apply but with the following amendments:</p> <ul style="list-style-type: none"> Extension of the Contract End Date – The existing Contract period was 14th August 2017 to 13th February 2018 (with an option to extend for up to 3 months) which was extended by 3 months until Friday 11th May 2018. The Authority intends to extend the Contract for a further 4 months until Tuesday 11th September 2018.
--------------------------------------	--

Proposed payment:	In line with the existing terms and conditions of Contract and Variation 02.
-------------------	--

Required delivery date, with rationale:	In line with the existing terms and conditions of Contract, Variation 02 and further 4 month extension to Tuesday 11 th September 2018.
---	--

Change authorised to proceed to Stage 2 (Customer organisation representative):	REDACTED	REDACTED	10 th May
	Signature	Print Name & Position	Date
Change authorised to proceed to Stage 2 (CCS representative):	REDACTED	REDACTED	10 th May 2018
	Signature	Print Name & Position	Date

STAGE 2 – SUPPLIER

Comments/ caveats on requested change:	
--	--



Anticipated period from CCN being authorised by customer to start of related provision	Immediately
Anticipated implementation period, if any	N/A

Signed (Supplier Representative):	REDACTED	Print Name & Position	REDACTED
		Date:	11 th May 2018
Change authorised to proceed to Stage 4 (CCS):	REDACTED	REDACTED	2
	Signature	Print Name & Position	Date

STAGE 3 – CLARIFICATIONS

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

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

Variation Withdrawn	N/A
---------------------	-----

By signing below, unless CCN is withdrawn, the Cabinet Office agrees to pay Ernst & Young LLP the costs detailed in Stage 1, by deadlines agreed with the supplier, or as defined in the contract.



Signed (Customer Representative)	REDACTED	REDACTED	10 th May 2018
	Signature	Print Name & Position	Date
Change authorised to proceed to implementation (CCS):	REDACTED	REDACTED	11 th May 2018
	Signature	Print Name & Position	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 provision required under the CCN commenced:	Immediately	Date Signed by Customer:	11th May 2018
Signed (Customer representative):	REDACTED	Print Name & Position	REDACTED