



SCHEDULE 5: VARIATION FORM

No of Call Off Letter of Appointment being varied:

CCS17A12

Variation Form No:

3

BETWEEN:

The Cabinet Office ("the Client") and

DODS Parliamentary Communications Limited ("the Agency")

1. This Call-Off Contract is varied in accordance to following reasons:
2. Due to the Covid19 pandemic and the Government's directives about Social Distancing, the following Contract CCCS17A12 Provision of Civil Service Live will need to be extended in order to cover the postponed events. These events are being postponed to comply with the Government's directive and due to the size of the events, there is limited options for suitable social distancing at them. The scheduled events for the year 2020 will be postponed to June or July 2021 (these dates and the number of events are to be confirmed with the Agency by the 31 December 2020). The Extension shall be with immediate effect on the date signed by both Parties.
3. The contract end date will now be the 3rd October 2021 instead of the 3rd October 2020. Therefore extending the original contract by 10 months and the contract period will be for 46 months from the original commencement date
4. This variation is a Time only extension it is not expected that there will be an increase in costs as the Contracting Authority is postponing the following :
 - a. The postponement of London and 5 regional events (7 event days) to June/July 2021. Total cost postponed to 2021 is **REDACTED** of which **REDACTED** of costs have occurred in this financial year therefore the outstanding balance for this costs will be paid in June 2020, and deducted from the overall costs.
5. In regard to sponsorship for the events, the supplier has confirmed that:
 - a. Decreased the guaranteed sponsorship for Civil Service Live from **REDACTED**(excluding VAT) to **REDACTED** (excluding VAT) .
 - b. All further sponsorship received up to the value of **REDACTED**(excluding VAT) will be offset against the Cabinet Office costs
 - c. All sponsorship received above **REDACTED** (excluding VAT) will be split **REDACTED** between Dods and the Cabinet Office.

- d. The total costs to postpone the event from 2020 to 2021 are an additional **REDACTED** (excluding VAT) on the original Contract value.
 - e. All of these statements apply to the events in June/July 2021, on the basis that the client agrees to deliver the two day London event as a minimum, and confirms their decision to Dods on how many events they will deliver by 31 December 2020. Additional, proportionate cancellation fees will be payable if the client reduces the number of events from 5 regional events and one London event, as set out in the attached budget sheet.
6. This extension is based on the following contractual clauses and Procurement regulations 2015:
- o Clause 25.3 of the Contract (Force Majeure) which states: *"If a Force Majeure event occurs, the Parties will use all reasonable endeavours to prevent and mitigate the impact, and continue to perform their obligations under this Call-Off Contract as far as is possible. Where the Agency is the Affected Party, it will take all steps in accordance with Good Industry Practice to overcome or minimise the consequences of the Force Majeure Event."*
 - o Reg. 72(1)(e) of the PCR allows modification of a contract where the modification, irrespective of its value, is not a substantial modification.
 - o Reg. 72(1)(c), which allows a contract modification which is less than 50% of the value of the original contract and there are circumstances which a *"diligent contracting authority"* could not have foreseen at the time it awarded the contract which bring about the need for the modification.

Therefore the Agency shall:

- 7. Words and expressions in this Variation shall have the meanings given to them in this Call-Off Contract.
- 8. This Call-Off 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 Client

Signature	REDACTED
Date	REDACTED
Name (in Capitals)	REDACTED
Address	REDACTED

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

Signature	REDACTED
Date	REDACTED
Name (in Capitals)	REDACTED



Address

REDACTED
