

## Change Request Form

(For completion by the Party requesting the Change)

<b>Call-off Contract Title:</b> Contract for the supply of prison library services at HMP Deerbolt, HMP Durham & HMP Frankland	<b>Party requesting Change:</b> The Authority
<b>Name of Supplier:</b> Durham County Council	
<b>Change Request Number:</b> 001	<b>Proposed Change implementation date:</b> 1st April 2022
<b>Full description of requested Change (including proposed changes to wording of the Contract where possible):</b>  This requested change is to extend the term of the above Contract by 36 months, so that the end date of this Contract is 31 <sup>st</sup> March 2025.  And, to increase the contract value from 1 <sup>st</sup> April by [Redacted Commercial Sensitive].  No other terms will be changed.  <i>NB Under 31.1 of the core terms, Either Party can request a variation to the Contract which is only effective if agreed in writing and signed by a duly authorised representative of both Parties.</i>	
<b>Reasons for requested Change:</b>  To reflect the Authority requirements for library services to March 2025.	
<b>Effect of requested Change</b>  Contract is extended till 31 <sup>st</sup> March 2025 and the new contract value is [Redacted Commercial Sensitive] per annum	
<b>Assumptions, dependencies, risks and mitigation (if any):</b>  For the avoidance of doubt the extension shall be at the price provided below (applicable during the extension period) for services which shall remain unchanged by Durham County Council and accepted by, The Authority/Governor of HMP Deerbolt, HMP Durham and HMP Frankland on 01 <sup>st</sup> April 2022.	
<b>Change Request Form prepared by (name):</b> Joanna Maloney	
<b>Date of Change Request:</b> 10 <sup>th</sup> March 2022	

## Contract Change Notice (“CCN”)

(Changes do not become effective until this form has been signed by both Parties.)

<b>Call-off Contract Title:</b> Contract for the supply of prison library services at HMP Deerbolt, HMP Durham & HMP Frankland	<b>Change requested by:</b> The Authority/Governor of HMP Deerbolt, HMP Durham & HMP Frankland.
<b>Name of Supplier:</b> Durham County Council	
<b>Change Number:</b> 001	
<b>Date on which Change takes effect:</b> 01 <sup>st</sup> April 2022	
<b>Contract between:</b> The Secretary of State for Justice for HMP Deerbolt, HMP Durham & HMP Frankland and Durham County Council	
<b>It is agreed that the Contract is amended, in accordance with Regulation 72 of the Public Contracts Regulations 2015, as follows:</b>  1. The contract will be varied in accordance with clause 16.2 of the contracts to extend the Expiry Date of the Contract to 31st March 2025  2. The Charges set out in Annex 2 of the contract shall be varied [Redacted Commercial Sensitive] Revised Charges to Annex 2 of the contract for the period 1 <sup>st</sup> April 2022 to 31st March 2025 are as follows  Revised Charges to Annex 2 of the contract	
<b>Prison Site</b>	HMP Deerbolt
<b>Revised Annual Charge</b>	[Redacted Commercial Sensitive]
<b>Revised Contract Value for the extended period 1st April 2022 to 31st March 2025</b>	£197,315.09
<b>Prison Site</b>	HMP Durham
<b>Revised Annual Charge</b>	[Redacted Commercial Sensitive]
<b>Revised Contract Value for the extended period 1st April 2022 to 31st March 2025</b>	£306,801.72
<b>Prison Site</b>	HMP Frankland
<b>Revised Annual Charge</b>	[Redacted Commercial Sensitive]
<b>Revised Contract Value for the extended period 1st April 2022 to 31st March 2025</b>	£394,610.99

There shall be no change to payment terms as set out in MOJ Core Terms, Section 6. (PRICING AND PAYMENTS).

1. This Variation must be agreed and signed by both Parties to the Contract and shall only be effective if it is signed by the Buyer.
2. This Variation shall take effect from 1st April 2022.
3. Words and expressions in this CCN shall have the meanings given to them in the Contract.
4. The Contract, including any previous CCNs, shall remain effective and unaltered except as amended by this CCN.

*NB Under 31.1 of the core terms, Either Party can request a variation to the Contract which is only effective if agreed in writing and signed by a duly authorised representative of both Parties. The Customer is not required to accept a variation request made by the Supplier.*

Authorised to sign for and on behalf of the Customer		Authorised to sign for and on behalf of the Supplier	
Signature		Signature	
Name		Name	
Title		Title	
Date		Date	