



REDACTED UNDER S 40  
OF FOIA (PERSONAL  
INFORMATION)

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INFORMATION)

13<sup>th</sup> February 2023

Dear REDACTED UNDER S 40  
OF FOIA (PERSONAL  
INFORMATION)

**Extension of the Services Concession Contract con\_18696 (Lot 7 – Cleaning and Facilities Management) between CIWM and The Secretary of State for Justice.**

High quality provision of qualifications is a critical part of the education offer in Prisons and, HMPPS very much values your contribution and our ongoing relationship in the delivery of these services.

As you will be aware the above contract expires on 31st July 2023. With this, the Authority wishes to amend the Concession Contract for the Provision of Qualifications to Education Providers, Existing Education Providers, HMPPS in Wales and/or the Authority (Lot 7 – Cleaning and Facilities Management), by amending the contract End Date by 20 months to the 31st March 2025.

The existing terms and conditions of the Contract shall apply throughout the extended period however, the

- list of Qualifications set out in Schedule 2 (Fees) of the Contract shall be amended to add new qualifications that will be provided by CIWM and remove qualifications which have become obsolete, and;
- Fees set out in Schedule 2 (Fees) of the contract shall be varied to include an uplift to the current contract Fees

Full details of the amended list of Qualifications and increased Contract Fees are detailed within Appendix 1 of the below Contract Change Notice.

To confirm your acceptance of this Contract Variation please sign, date, and return via Adobe DocuSign the below Contract Change Notice in Annex A no later than the 20th February 2023

If you have any queries, please do not hesitate to contact myself

May I take this opportunity to thank you for your cooperation to date and look forward to an ongoing successful working relationship resulting successful delivery of services in future.

Yours sincerely,

REDACTED UNDER S 40 OF FOIA (PERSONAL INFORMATION)

for and on behalf of the Authority

## Annex A

## Change Request Form

(For completion by the Party requesting the Change)

**SCHEDULE 3 - CHANGE CONTROL****Contract Change Notice ("CCN")**

<b>CCN:</b>	CCN 001
<b>Contract Reference Number &amp; Title</b>	Services Concession Contract ( <b>Lot 7 – Cleaning and Facilities Management</b> ) between CIWM and The Secretary of State for Justice (con_18696).
<b>Change Title</b>	Contract Extension
<b>Number of Pages</b>	Seven

WHEREAS the Concessionaire and the Authority entered into a Contract to provide the Services in Lot 7 – Cleaning and Facilities Management dated 24/04/2018 (the "**Original Contract**") and now wish to amend the Original Contract

IT IS AGREED as follows

1. The Original Contract is amended as set out in this CCN:

Change Requestor / Originator	The Authority	
Summary of Change	<p>This requested change is to;</p> <ul style="list-style-type: none"> <li>a) amend the term of the above Contract by 20 months, changing the end date of this Contract to the 31st March 2025;</li> <li>b) amend the list of Qualifications set out in Schedule 2 (Fees) of the Contract, adding new qualifications that will be provided by CIWM and removing qualifications which have become obsolete, and;</li> <li>c) increase the Fees set out in Schedule 2 (Fees) of the Contract from 1st August 2023 to include an uplift as detailed within the revised Fees schedule show in Appendix 1 of this CCN. Fees shall remain fixed until the 31st March 2025.</li> </ul> <p>All other existing terms and conditions of the Contract shall apply throughout the extended period</p>	
Reason for Change	To reflect the Authority requirement for Concession services to expiry on the 31 <sup>st</sup> March 2025.	
Revised Contract Value	Original Contract Value	Contract Fees as set out in Schedule 2 (Fees) of the Contract referenced above.
	Previous Contract Changes	Not applicable
	New Contract Value	Revised Contract Fees are set out in the Appendix 1 of this CCN (Revised Schedule 2: Fees)

Revised Fees Schedule	<p>This CCN shall;</p> <ul style="list-style-type: none"> <li>a) amend the list of Qualifications set out in Schedule 2 (Fees) of the Contract, adding new qualifications that will be provided by CIWM and removing qualifications which have become obsolete, and;</li> <li>b) increase the Fees set out in Schedule 2 (Fees) of the Contract from 1st August 2023;</li> </ul> <p>For the avoidance of doubt the amended list of Qualifications and increased Contract Fees are set out in the Appendix 1 of this CCN (Revised Schedule 2: Fees). Fees shall remain fixed until the 31st March 2025</p>
Revised Specification	No Change
Revised Term	<p>This CCN will amend Clause A5 (Term) of the contract referenced above, changing the End Date from the 31<sup>st</sup> July 2023 to the 31<sup>st</sup> March 2025</p> <p>All other existing terms and conditions of the Contract shall apply throughout the extended period.</p>
Change in Contract Manager(s)	Not applicable
Other Changes	Not applicable

2. Save as amended in the CCN all other terms of the Original Contract remain effective.
3. The CCN takes effect from the date on which both Parties sign below.

**IN WITNESS** of which this CCN has been duly executed by the Parties.

**SIGNED** for and on behalf of the Secretary of  
**REDACTED UNDER S 40 OF FOIA (PERSONAL INFORMATION)**

Date: Feb 27, 2023 .....

**SIGNED** for and on behalf of CIWM  
**REDACTED UNDER S 40 OF FOIA (PERSONAL INFORMATION)**

Date: Feb 21, 2023 .....

### Contract Change Notice ("CCN")

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

## APPENDIX 1 REVISED SCHEDULE 2: FEES

Overview of qualifications				Revised Price for contract extension period 1st August 2023 to 31st March 2025 (£)	
Qualification Number	Qualification Title	Qualification Level	Qualification Type	List price from 1st August 2023 (£)	Price to Authority from 1st August 2023 (£)
600/6753/6	CIWM (WAMITAB) Level 1 Award in Waste and Recycling	1	RQF	REDACTED UNDER S.43 FOIA (COMMERCIAL INTERESTS)	REDACTED UNDER S.43 FOIA (COMMERCIAL INTERESTS)
601/7548/5	CIWM (WAMITAB) Level 1 Award in Cleaning Principles	1	RQF	REDACTED UNDER S.43 FOIA (COMMERCIAL INTERESTS)	REDACTED UNDER S.43 FOIA (COMMERCIAL INTERESTS)
601/4228/5	CIWM (WAMITAB) Level 1 Award in Practical Cleaning Skills (washrooms)	1	RQF	REDACTED UNDER S.43 FOIA (COMMERCIAL INTERESTS)	REDACTED UNDER S.43 FOIA (COMMERCIAL INTERESTS)
601/4223/6	CIWM (WAMITAB) Level 1 Award in Practical Cleaning Skills (furniture, fixtures and fittings)	1	RQF	REDACTED UNDER S.43 FOIA (COMMERCIAL INTERESTS)	REDACTED UNDER S.43 FOIA (COMMERCIAL INTERESTS)
601/4225/X	CIWM (WAMITAB) Level 1 Award in Practical Cleaning Skills (interior walls and windows)	1	RQF	REDACTED UNDER S.43 FOIA (COMMERCIAL INTERESTS)	REDACTED UNDER S.43 FOIA (COMMERCIAL INTERESTS)
601/4226/1	CIWM (WAMITAB) Level 1 Award in Practical Cleaning Skills (stairs and landings)	1	RQF	REDACTED UNDER S.43 FOIA (COMMERCIAL INTERESTS)	REDACTED UNDER S.43 FOIA (COMMERCIAL INTERESTS)
601/4220/0	CIWM (WAMITAB) Level 1 Award in Practical Cleaning Skills (dry sweep and damp mop floors)	1	RQF	REDACTED UNDER S.43 FOIA (COMMERCIAL INTERESTS)	REDACTED UNDER S.43 FOIA (COMMERCIAL INTERESTS)

				INTERESTS)	
601/4218/2	CIWM (WAMITAB) Level 1 Award in Practical Cleaning Skills (bathrooms)	1	RQF	REDACTED UNDER S.43 FOIA (COMMERCIAL INTERESTS)	REDACTED UNDER S.43 FOIA (COMMERCIAL INTERESTS)
601/4219/4	CIWM (WAMITAB) Level 1 Award in Practical Cleaning Skills (bodily fluids, spillages and hazardous items)	1	RQF	REDACTED UNDER S.43 FOIA (COMMERCIAL INTERESTS)	REDACTED UNDER S.43 FOIA (COMMERCIAL INTERESTS)
601/4227/3	CIWM (WAMITAB) Level 1 Award in Practical Cleaning Skills (suction clean floor surfaces)	1	RQF	REDACTED UNDER S.43 FOIA (COMMERCIAL INTERESTS)	REDACTED UNDER S.43 FOIA (COMMERCIAL INTERESTS)
601/4216/9	CIWM (WAMITAB) Level 1 Award in Practical Cleaning Skills (food areas and appliances)	1	RQF	REDACTED UNDER S.43 FOIA (COMMERCIAL INTERESTS)	REDACTED UNDER S.43 FOIA (COMMERCIAL INTERESTS)

Overview of qualifications				Revised Price for contract extension period 1st August 2023 to 31st March 2025 (£)	
Qualification Number	Qualification Title	Qualification Level	Qualification Type	List price from 1st August 2023 (£)	Price to Authority from 1st August 2023 (£)
601/4224/8	CIWM (WAMITAB) Level 1 Award in Practical Cleaning Skills (hard floor surfaces)	1	RQF	REDACTED UNDER S.43 FOIA (COMMERCIAL INTERESTS)	REDACTED UNDER S.43 FOIA (COMMERCIAL INTERESTS)
601/4209/1	CIWM (WAMITAB) Level 1 Award in Practical Cleaning Skills (buff floor surfaces)	1	RQF	REDACTED UNDER S.43 FOIA (COMMERCIAL INTERESTS)	REDACTED UNDER S.43 FOIA (COMMERCIAL INTERESTS)
501/1855/9	CIWM (WAMITAB) Level 2 Certificate for Sustainable Waste Management Operative	2	RQF	REDACTED UNDER S.43 FOIA (COMMERCIAL INTERESTS)	REDACTED UNDER S.43 FOIA (COMMERCIAL INTERESTS)
501/2182/0	CIWM (WAMITAB) Level 2 Diploma for Sustainable Recycling Activities	2	RQF	REDACTED UNDER S.43 FOIA (COMMERCIAL INTERESTS)	REDACTED UNDER S.43 FOIA (COMMERCIAL INTERESTS)
<b>Not originally in tender but been included since commencement of contract at the original published price as per CAB Fees</b>					
601/7495/X	CIWM (WAMITAB) Level 1 Award in Reuse and Refurbishment	1	RQF	REDACTED UNDER S.43 FOIA (COMMERCIAL INTERESTS)	REDACTED UNDER S.43 FOIA (COMMERCIAL INTERESTS)
501/1478/5	CIWM (WAMITAB) Level 2 Diploma for Sustainable Waste Management Operative (Waste Site Operative)	2	RQF	REDACTED UNDER S.43 FOIA (COMMERCIAL INTERESTS)	REDACTED UNDER S.43 FOIA (COMMERCIAL INTERESTS)
501/1890/0	CIWM (WAMITAB) Level 2 Certificate in Cleaning and Support Services	2	RQF	REDACTED UNDER S.43 FOIA (COMMERCIAL INTERESTS)	REDACTED UNDER S.43 FOIA (COMMERCIAL INTERESTS)

600/1698/X	CIWM (WAMITAB) Level 2 Award in Cleaning Principles	2	RQF	REDACTED UNDER S.43 FOIA (COMMERCIAL INTERESTS)	REDACTED UNDER S.43 FOIA (COMMERCIAL INTERESTS)
600/0033/8	CIWM (WAMITAB) Level 2 Certificate in Cleaning Principles	2	RQF	REDACTED UNDER S.43 FOIA (COMMERCIAL INTERESTS)	REDACTED UNDER S.43 FOIA (COMMERCIAL INTERESTS)
600/0058/2	CIWM (WAMITAB) Level 1 Diploma in Recycling Activities	1	RQF	REDACTED UNDER S.43 FOIA (COMMERCIAL INTERESTS)	REDACTED UNDER S.43 FOIA (COMMERCIAL INTERESTS)
501/1357/4	CIWM (WAMITAB) Level 2 Certificate in Principles of Sustainable Resource Management	2	RQF	REDACTED UNDER S.43 FOIA (COMMERCIAL INTERESTS)	REDACTED UNDER S.43 FOIA (COMMERCIAL INTERESTS)

Overview of qualifications				Revised Price for contract extension period 1st August 2023 to 31st March 2025 (£)	
Qualification Number	Qualification Title	Qualification Level	Qualification Type	List price from 1st August 2023 (£)	Price to Authority from 1st August 2023 (£)
Not originally in tender but been included since 2019 at the original published price as per CAB Fees					
601/4217/0	CIWM (WAMITAB) Level 1 Award in Practical Cleaning Skills (refuse chutes)	1	RQF	REDACTED UNDER S.43 FOIA (COMMERCIAL INTERESTS)	REDACTED UNDER S.43 FOIA (COMMERCIAL INTERESTS)
601/4221/2	CIWM (WAMITAB) Level 1 Award in Practical Cleaning Skills (emulsion floor polish)	1	RQF	REDACTED UNDER S.43 FOIA (COMMERCIAL INTERESTS)	REDACTED UNDER S.43 FOIA (COMMERCIAL INTERESTS)
601/4222/4	CIWM (WAMITAB) Level 1 Award in Practical Cleaning Skills (guest rooms and public areas)	1	RQF	REDACTED UNDER S.43 FOIA (COMMERCIAL INTERESTS)	REDACTED UNDER S.43 FOIA (COMMERCIAL INTERESTS)
603/4436/2	CIWM (WAMITAB) Level 1 Award in Practical Cleaning Skills (Biohazard Areas)	1	RQF	REDACTED UNDER S.43 FOIA (COMMERCIAL INTERESTS)	REDACTED UNDER S.43 FOIA (COMMERCIAL INTERESTS)
603/4437/4	CIWM (WAMITAB) Level 1 Award in Practical Cleaning Skills (Animal Pest Contamination)	1	RQF	REDACTED UNDER S.43 FOIA (COMMERCIAL INTERESTS)	REDACTED UNDER S.43 FOIA (COMMERCIAL INTERESTS)
603/4438/6	CIWM (WAMITAB) Level 1 Award in Practical Cleaning Skills (Trauma Scenes)	1	RQF	REDACTED UNDER S.43 FOIA (COMMERCIAL INTERESTS)	REDACTED UNDER S.43 FOIA (COMMERCIAL INTERESTS)
603/4440/4	CIWM (WAMITAB) Level 1 Award in Practical Cleaning Skills (Carpets)	1	RQF	REDACTED UNDER S.43 FOIA (COMMERCIAL INTERESTS)	REDACTED UNDER S.43 FOIA (COMMERCIAL INTERESTS)



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603/4447/7	CIWM (WAMITAB) Level 1 Award in Practical Cleaning Skills (Wheeled Bins)	1	RQF	REDACTED UNDER S.43 FOIA (COMMERCIAL INTERESTS)	REDACTED UNDER S.43 FOIA (COMMERCIAL INTERESTS)
603/4450/7	CIWM (WAMITAB) Level 1 Award in Practical Cleaning Skills (Sustainable Cleaning)	1	RQF	REDACTED UNDER S.43 FOIA (COMMERCIAL INTERESTS)	REDACTED UNDER S.43 FOIA (COMMERCIAL INTERESTS)
603/4795/8	CIWM (WAMITAB) Level 1 Award in Practical Cleaning Skills (Using Machinery for Hard floors)	1	RQF	REDACTED UNDER S.43 FOIA (COMMERCIAL INTERESTS)	REDACTED UNDER S.43 FOIA (COMMERCIAL INTERESTS)
603/4441/6	CIWM (WAMITAB) Level 1 Award in Practical Cleaning Skills (Upholstery)	1	RQF	REDACTED UNDER S.43 FOIA (COMMERCIAL INTERESTS)	REDACTED UNDER S.43 FOIA (COMMERCIAL INTERESTS)

Overview of qualifications				Revised Price for contract extension period 1st August 2023 to 31st March 2025 (£)	
Qualification Number	Qualification Title	Qualification Level	Qualification Type	List price from 1st August 2023 (£)	Price to Authority from 1st August 2023 (£)
603/5889/0	CIWM (WAMITAB) Level 1 Award in Principles of Infection Prevention and Control	1	RQF	REDACTED UNDER S.43 FOIA (COMMERCIAL INTERESTS)	REDACTED UNDER S.43 FOIA (COMMERCIAL INTERESTS)
Qualifications within original tender but which have now been removed from approved register by CIWM					
600/6308/7	WAMITAB Level 2 Certificate in Facilities Services Principles.	2	RQF	N/A	N/A
501/1890/0	WAMITAB Level 2 Certificate in Cleaning and Support Services	2	RQF	N/A	N/A











# Contract Extension

Final Audit Report

2023-02-27

Created:	2023-02-14
By:	REDACTED UNDER S 40 OF FOIA (PERSONAL INFORMATION)
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## "Contract Extension" History

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