



**Contract Management  
CHANGE CONTROL FORM- General – v. 4**

<b>Contract Name:</b>	Acquisition Support Partner Managed Services Contract	<b>Contract Ref. No.</b>	CCS Reference RM3738 MoD Contract Number: CCCC15A19 (Variation Ref: SO18767)
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**CUSTOMER CHANGE NOTICE (CCN)**

Initiated by:	REDACTED TEXT	CCN Reference:	CCN 4
Source of change:	MoD	Date CCN Raised by relevant party:	9 <sup>th</sup> June 2016

**STAGE 1 - CUSTOMER**

Summary of proposals / requirements	<p>This is a variation to the contract between the Crown Commercial Service, acting as Managing Agent on Behalf of the Ministry of Defence, and KPMG LLP. The Terms and Conditions of the Contract apply but with the following amendments:</p> <ul style="list-style-type: none"> <li>• Extension of Contract Term: The existing Contract currently expires on 14<sup>th</sup> July 2016. The MoD propose to exercise the option to extend for an additional period of twelve months from 15<sup>th</sup> July 2016 to 14<sup>th</sup> July 2017.</li> <li>• Inclusion of Fixed or Capped pricing: In addition to Time &amp; Materials, Task Orders can also be priced based on a fixed or capped cost pricing structure. To demonstrate value for money, Task Orders should be accompanied with Work Paper justifying the price build up, where appropriate linked back to the contractual day rates.             <ul style="list-style-type: none"> <li>➤ In addition contingent or deferred invoicing Task Orders are to be considered on a case by case basis.</li> </ul> </li> <li>• Inclusion of additional Front Line Command: The existing FLC – Strategic Programmes included DG Nuc. This has since become an independent FLC organisation which interfaces with all Delivery Agents, therefore from this point on this will now form part of the FLCs detailed in the Contract.</li> </ul>
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Proposed payment:	In line with the existing payment terms and conditions
Required delivery date, with rationale:	In line with the existing Contract terms and conditions and the proposed extension to 14 <sup>th</sup> July 2017



Change authorised to proceed to Stage 2 ( <b>Customer organisation representative</b> )	REDACTED TEXT	REDACTED TEXT	24 <sup>th</sup> June 2016
	Signature	Print Name & Position	Date
Change authorised to proceed to Stage 2 ( <b>CCS representative</b> ):	REDACTED TEXT	REDACTED TEXT	23 <sup>rd</sup> June 2016
	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

Immediate

Anticipated implementation period, if any

None

Signed (**Supplier Representative**):

REDACTED TEXT

Print Name & Position:

REDACTED

Date:

29 June 2016

Change authorised to proceed to Stage 4 (**CCS**):

REDACTED TEXT

REDACTED TEXT

1<sup>st</sup> July 2016

Signature

Print Name & Position

Date



**STAGE 3 - CLARIFICATIONS**

Clarifications/ queries  
to supplier regarding  
their proposals:

Date:

Supplier Response

Date:

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

CCN Withdrawn:

By signing below, unless CCN is withdrawn, the Ministry of Defence agrees to pay KPMG LLP the costs detailed in Stage 1, 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):

REDACTED TEXT

Signature

REDACTED TEXT

Print Name & Position

Date:

1<sup>st</sup> July 2016

**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:

1<sup>st</sup> July 2016

Signed  
(Customer  
representative)

Print Name &  
Position