

Change Control Process

Any changes to this Contract, including to the Services, shall be recorded and agreed in the Change Control Notification form detailed below:

CCN Number:

Title of Change	Amendment to Contract End Date
Service Line	Health Education England Supported Internship (Project Choice)
Operations Lead	██████████
HEE originator	Procurement and Contract Department

Change Control Notice (CCN) to the following agreement:

Agreement name		Date of Agreement
The Delivery of the Support to Project Choice (National Supported Internship) – Sub-contracted Math & English Provision		06 October 2021
Date Change Requested	Date CCN Raised	Expiry date of CCN
01 August 2022	05 September 2022	31 July 2023

Contact Information for the proposed change

Originator	Other Party
Name: ██████████ Company: Health Education England (Project Choice) Telephone: ██████████ Email: ██████████	Name: ██████████ Company: City of Portsmouth College Telephone: ██████████ Email: ██████████

Clauses and Schedules affected

N/A

Associated Change Control Notices

CCN No.	Name of Agreement	Date of Agreement
DN	N/A	N/A

Reason for change

Renewal of contract for 2022/23 from 01 August 2022 until 31 July 2023
Extend current contract for 12 months to maintain course momentum and allow supplier to continue to meet course deliverables.

Description of Change

Amendment to contract end date.

Acceptance

Signed for and on behalf of: Health Education England	Signed: [REDACTED]
	Print Name: [REDACTED]

Changes to contract charges and revised payment schedules No change to total costs. Monthly invoices to be submitted in line with following guidance: Please use the reference [REDACTED] instead of a PO number on the invoice, along with the following address: HEALTH EDUCATION ENGLAND EAST OF ENGLAND LETB T73 PAYABLES F485 PHOENIX HOUSE TOPCLIFFE LANE WAKEFIELD WF3 1WE A hard copy of the invoice to be sent to the Wakefield address above and an electronic copy sent to: project.choice@hee.nhs.uk

Price to implement change Please note: Total cost in 2022/23 as stated in 2021/22 contract (£15,494.00 inclusive of VAT)
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Impact of change on other agreement provisions No Impact
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Timetable for implementation With immediate effect from 01 August 2022
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	Title: National College Lead – Funding & Contracts Date: <u>12 September 2022</u>
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Signed for and on behalf of:

Signed:

[REDACTED]

Print name:

[REDACTED]

Title: Chief Operating Officer

Date: 09 September 2022