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| **Contract Management Guidance**  **CHANGE CONTROL FORM** | | | | | | | | | | | | | |
| **Contract Name:** | Project Manager – Technical | | | | | | **Contract Ref. No.** | | | | | | SO14023  MOD Reference: CCCC15A28 |
| **CUSTOMER CHANGE NOTICE (CCN)** | | | | | | | | | | | | | |
| MOD has made a fundamental change to the way MOD operate their Internal Payment Systems allowing suppliers to be paid on time and in a timely manner. This change notice is to reflect the change in Payment Mechanisms and Process within MOD | | | | | | | | | | | | | |
| *Initiated by:*  *Jonathan Mundy (MOD ICF)* | | CNN Reference: 01 | | | | | | | | | | | |
| Source of Change:  CCS | | 12th June 2017 | | | | | | | | | | | |
| **STAGE 1 - CUSTOMER** | | | | | | | | | | | | | |
| Summary of proposals/ requirements | | This is a variation to the contract between the Ministry of Defence (MOD) ("**the Customer"**)and Sopra Steria Recruitment (**"the Service Provider "**)  Reason for change: On 5 December 2016 MOD went live with CP&F R2 merging the new and improved purchasing and finance capability, with key enhancements into one system. This system will replace P2P and DFMS Oracle.  The variation will enablable the Customer to Pay the Service Provider via an agreed process by both parties. Allowing all payment transactions to be made in real time.  Allowing the Service Provider to provide Services to the Customer up to the Contract End date.  **The Terms and Conditions of the Contract apply but with the following amendments:**  **Table 1**   |  | | --- | | **DEFCONS**  **Delete:** DEFCON 5J Unique Identifiers  **Insert:** updated DEFCON 5J (Edn 18/11/16)  **Delete:** DEFCON 129 Packaging (For Articles Other Than Munitions)  **Insert:** updated DEFCON 129 (Edn 18/11/16)  **Delete:** DEFCON 521 Subcontracting to Supported Businesses  **Insert:** updated DEFCON 534 (Edn 18/11/16) Subcontracting and Prompt Payment  The Payment Process is now defined within CP&F, the following Payment DEFCONS can be deleted:   * DEFCON 522JA (Edn 04/09) Payment under P2P (Matching the Invoice and Order (Two-way Match)); * DEFCON 522JA within Standardised Contracting Templates 2 & 3 (The Standardised Contracting templates have been amended, with the narrative conditions mirroring the content of the new 522 and 534. References to payment forms have been removed in all template documents. The user guides for each template have also be revised. | | **ARCHIVED DEFFORMS**  Due to internal system changes within the MOD the Electronic Transactions Agreement has been archived. Resulting DEFORM30 becoming obsolete, therefore any references to the DEFORM has been removed. | | **NARRATIVE CONDITIONS**  Following CP&F R2 roll out, any references to P2P should be deleted from your contract and replaced with appropriate reference to “the Contracting, Purchasing and Finance (CP&F) electronic procurement tool” in the first instance. Subsequent references within the contract can then state “CP&F”. |   **Words and expressions in this Variation shall have the meanings given to them in the Contract. The Contract, including any previous Variations, shall remain effective and unaltered except as amended by this Variation**. | | | | | | | | | | | |
| Required delivery date, with rationale: | | *This CCN is to take effect immediately due to the System Go Live date has now passed. This Variation is being made retrospectively* | | | | | | | | | | | |
| Change authorised to proceed to  Stage 2  **(Customer organisation representative)** | | Signature:  REDACTED | | | | | | Print Name & Position:  REDACTED | | | | Date:  REDACTED | |
| Change authorised to proceed to Stage 2 **(CCS representative)**: | | Signature: | | | | | | Print Name & Position: | | | | Date: | |
| **STAGE 2 – SUPPLIER** | | | | | | | | | | | | | |
| **Comments/ Caveats on requested change** | | | | MOD have already implemented the changes  This is a retrospective Change. | | | | | | | | | |
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| Anticipated period from CCN being authorised by customer to start of related provision | |  | | | | | | | | | | | |
| Anticipated implementation period, if any | |  | | | | | | | | | | | |
| Signed (Supplier Representative) | | Signed:  REDACTED | | | Print Name & Position:  REDACTED | | | | | Date:  REDACTED | | | |
| Change authorised to proceed to Stage 4 **(CCS)**: | | Signed: | | | Print Name & Position: | | | | | Date: | | | |
| **STAGE 3 - CLARIFICATIONS** | | | | | | | | | | | | | |
| **N/A** | | | | | | | | | | | | | |
| Clarifications/ queries to supplier regarding their proposal: | | | | | | | | | | | 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 the Sopra Steria Recruitment the costs detailed in Stage 2, 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)**: | | Signature: | | | | Print Name & Position: | | | | | Date: | | |
| **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 works have been completed/ provision required under the CCN commenced: | | | | | | Date Signed by Customer: | | | | | | | |
| Signed (**Customer representative**): | | | | | | Print Name & Position: | | | | | | | |