



**Contract Management Guidance – Template #10
CHANGE CONTROL FORM- Extensions – v. 5**

Contract Name:	Health and Safety E-Learning Tender	Contract Ref. No.	CCZP16A24
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CLIENT CHANGE NOTICE (CCN)

Initiated by:	<p align="center">REDACTED</p> <p align="center">Crown Commercial Service</p>	CCN Reference:	CCZP16A24 - 1
Source of change:	<p align="center">REDACTED</p> <p align="center">HM Treasury</p>	Date CCN Raised by relevant party:	24th August 2018

STAGE 1 - CLIENT

<p>Summary of proposals/ requirements :</p>	<p>The Department of HM Treasury (HMT) wish to vary their current contract for the Provision of Health and Safety E-Learning Tender, CCZP16A24 with RiskWize Ltd.</p> <p>The European Parliament adopted a new regulation that will replace the current 1998 Data Protection Act which implements Directive 95/46/EC.¹ The EU 2016/679 regulation (also known as the General Data Protection Regulation or GDPR) covers the protection of natural persons with regard to the processing of personal data, and the free movement of such data.</p> <p>The GDPR framework provides greater scope around storage and handling of personal data. It came into force in May 2018 and will give citizens of EU countries greater rights over their personal information, and place greater obligations on organisations to protect this data.</p> <p>HMT wish to vary the terms and conditions of their current contract due to the new General Data Protection Regulation (GDPR) 2018.</p> <p>Please find attached the details, specifically to Annex Y, in a letter signed by both parties, embedded below.</p> <p>REDACTED</p>
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¹ Eversheds Sutherland (International) LLP



	All other Terms and Conditions are to remain unchanged along with the value and scope of the original Contract.
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Proposed payment:	
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Required delivery date, with rationale:	
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Change authorised to proceed to Stage 2 (Customer organisation representative):	<div style="border: 1px solid black; height: 60px; width: 100%;"></div> Signature	<div style="border: 1px solid black; height: 60px; width: 100%;"></div> Print Name & Position	<div style="border: 1px solid black; height: 60px; width: 100%;"></div> Date
Change authorised to proceed to Stage 2 (CCS representative)	<div style="border: 1px solid black; height: 60px; width: 100%;"></div> Signature	<div style="border: 1px solid black; height: 60px; width: 100%;"></div> Print Name & Position	<div style="border: 1px solid black; height: 60px; width: 100%;"></div> Date

STAGE 2 – SUPPLIER

Comments/ caveats on requested change:	
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ABORTIVE COSTS :	
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Anticipated period from CCN being authorised by client to start of related provision	<div style="border: 1px solid black; height: 40px; width: 100%;"></div>
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RiskWize Ltd confirms that the costs identified above are the agreed figures that will be payable on CCN implementation



Signed (Supplier Representative):	<input type="text"/>
Print Name & Position:	<input type="text"/>
Date:	<input type="text"/>

STAGE 3 – CLARIFICATIONS

Clarification/ queries to to supplier regarding their proposals:	<input type="text"/>	Date:	<input type="text"/>
Supplier response	<input type="text"/>	Date:	<input type="text"/>

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

Variation Withdrawn	<input type="text"/>
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By signing below, unless CCN is withdrawn the Authority, HM Treasury agrees to pay the supplier, RiskWize Ltd the costs detailed in Stage 2, by deadlines agreed with the supplier.



Signed
(Customer
Representative)

Signature

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