

## Change Request Form

(For completion by the Party requesting the Change)

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                              |
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| <b>Call-off Contract Title:</b><br>Contract for the supply of prison services at HMP Ford                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Party requesting Change:</b><br>The Authority             |
| <b>Name of Supplier:</b> West Sussex County Council                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                              |
| <b>Change Request Number:</b><br>001                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Proposed Change implementation date:</b><br>1st July 2022 |
| <b>Full description of requested Change (including proposed changes to wording of the Contract where possible):</b><br><br>This requested change is to extend the term of the above Contract by 33 months, so that the end date of this Contract is 31 <sup>st</sup> March 2025.<br><br>And, to increase the contract value from 1 <sup>st</sup> July [Redacted Commercial Sensitive]<br><br>No other terms will be changed.<br><br><i>NB Under 31.1 of the core terms, Either Party can request a variation to the Contract which is only effective if agreed in writing and signed by a duly authorised representative of both Parties.</i> |                                                              |
| <b>Reasons for requested Change:</b><br><br>To reflect the Authority requirements for library services to March 2025.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                              |
| <b>Effect of requested Change</b><br><br>Contract is extended till 31 <sup>st</sup> March 2025 and the new contract value [Redacted Commercial Sensitive]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                              |
| <b>Assumptions, dependencies, risks and mitigation (if any):</b><br><br>For the avoidance of doubt the extension shall be at the price provided below (applicable during the extension period) for services which shall remain unchanged by West Sussex and accepted by, The Authority/Governor of HMP Ford on 01 <sup>st</sup> July 2022.                                                                                                                                                                                                                                                                                                    |                                                              |
| <b>Change Request Form prepared by (name):</b> Joanna Maloney                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                              |
| <b>Date of Change Request:</b> 23 <sup>rd</sup> March 2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                              |

## Contract Change Notice ("CCN")

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

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|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|--------------------|----------|------------------------------|---------------------------------|----------------------------------------------------------------------------------------|-------------|
| <b>Call-off Contract Title:</b><br>Contract for the supply of prison services at HMP Ford                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Change requested by:</b><br>The Authority/Governor of HMP Ford |                    |          |                              |                                 |                                                                                        |             |
| <b>Name of Supplier:</b> West Sussex County Council                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                   |                    |          |                              |                                 |                                                                                        |             |
| <b>Change Number:</b> 001                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                   |                    |          |                              |                                 |                                                                                        |             |
| <b>Date on which Change takes effect:</b> 01 <sup>st</sup> July 2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                   |                    |          |                              |                                 |                                                                                        |             |
| <b>Contract between:</b><br><br>The Secretary of State for Justice for HMP Ford<br><br>and<br><br>West Sussex County Council                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                   |                    |          |                              |                                 |                                                                                        |             |
| <b>It is agreed that the Contract is amended, in accordance with Regulation 72 of the Public Contracts Regulations 2015, as follows:</b><br><br><ol style="list-style-type: none"><li>1. The contract will be varied in accordance with clause 16.2 of the contracts to extend the Expiry Date of the Contract to 31st March 2025</li><li>2. The Charges set out in Annex 2 of the contract shall be varied [Redacted Commercial Sensitive]. Revised Charges to Annex 2 of the contract for the period 1<sup>st</sup> July 2022 to 31st March 2025 are as follows</li></ol><br>Revised Charges to Annex 2 of the contract<br><table border="1"><tr><td><b>Prison Site</b></td><td>HMP Ford</td></tr><tr><td><b>Revised Annual Charge</b></td><td>[Redacted Commercial Sensitive]</td></tr><tr><td><b>Revised Contract Value for the extended period 1st July 2022 to 31st March 2025</b></td><td>£192,064.94</td></tr></table> |                                                                   | <b>Prison Site</b> | HMP Ford | <b>Revised Annual Charge</b> | [Redacted Commercial Sensitive] | <b>Revised Contract Value for the extended period 1st July 2022 to 31st March 2025</b> | £192,064.94 |
| <b>Prison Site</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | HMP Ford                                                          |                    |          |                              |                                 |                                                                                        |             |
| <b>Revised Annual Charge</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | [Redacted Commercial Sensitive]                                   |                    |          |                              |                                 |                                                                                        |             |
| <b>Revised Contract Value for the extended period 1st July 2022 to 31st March 2025</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | £192,064.94                                                       |                    |          |                              |                                 |                                                                                        |             |
| There shall be no change to payment terms as set out in MOJ Core Terms, Section 6. (PRICING AND PAYMENTS).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                   |                    |          |                              |                                 |                                                                                        |             |
| <ol style="list-style-type: none"><li>1. This Variation must be agreed and signed by both Parties to the Contract and shall only be effective if it is signed by the Customer.</li><li>2. This Variation shall take effect from 1st July 2022.</li><li>3. Words and expressions in this CCN shall have the meanings given to them in the Contract.</li><li>4. The Contract, including any previous CCNs, shall remain effective and unaltered except as amended by this CCN.</li></ol><br><i>NB Under 31.1 of the core terms, Either Party can request a variation to the Contract which is only effective if agreed in writing and signed by a duly authorised representative</i>                                                                                                                                                                                                                                             |                                                                   |                    |          |                              |                                 |                                                                                        |             |

*of both Parties. The Customer is not required to accept a variation request made by the Supplier.*

**Authorised to sign for and on behalf of  
the Customer**

**Authorised to sign for and on behalf of  
theSupplier**

**Signature**

**Signature**

**Name**

**Name**

**Title**

**Title**

**Date**

**Date**