



Contract Management Guidance – Template #10
CHANGE CONTROL FORM- General – v. 4

Contract Name:	Condeco Contract	Contract Ref. No.	CCSO18B42 – 4 CCN - 004
-----------------------	------------------	--------------------------	----------------------------

CUSTOMER CHANGE NOTICE (CCN)

Contract Variation and Extension

<i>Initiated by:</i> Mark Mugisha <i>Category</i> Assistant <i>Crown</i> <i>Commercial</i> <i>Service</i>	CNN Reference: CCSO18B42-4
Source of Change: Opeyemi Ogunrinde	Date CCN Raised by relevant party: 20/04/2020

STAGE 1 - CUSTOMER



Summary of proposals/ requirements	Further to the current contract expiry date of 31/05/2020 the Authority wishes to take up the option of a 6 month extension from 1/06/2020 to 30/11/2020 as per the Call off. The Contract extension will be in line with the current contract terms and conditions and based upon the initial pricing schedule. £15,131.34 EXC VAT		
Proposed Payment	In line with the terms and conditions of the contract.		
Required delivery date, with rationale:	The extension needs to be agreed prior to expiry of the current contract on 31 st May 2020 to ensure continuity of service.		
Change authorised to proceed to Stage 2 (Customer organisation representative)	Signature: REDACTED	Print Name & Position: REDACTED Commercial Manager	Date: 20/04/2020
Change authorised to proceed to Stage 2 (CCS representative):	Signature: REDACTED	Print Name & Position: REDACTED Commercial Lead	Date: 21/04/2020
<u>STAGE 2 – SUPPLIER</u>			
Comments/ Caveats on requested change	•		



CAPITAL / IMPLEMENTATION COST			
Labour			
Materials			
Other Costs			
TOTAL:			
REVENUE COSTS (per annum)			
	Contract Base Rate		Current Contract Rate
Labour			<u>N/A</u>
Materials			<u>N/A</u>
Breakdown			
Breakdown			
TOTAL			
Anticipated period from CCN being authorised by customer to start of related provision			
Anticipated implementation period, if any	N/A		
Signed (Supplier Representative)	Signed: REDACTED	Print Name & Position: REDACTED Sales Manager	Date: 29/04/2020



Change authorised to proceed to Stage 4 (CCS):	Signed: REDACTED	Print Name & Position: REDACTED Commercial Lead	Date: 13.05.2020
<u>STAGE 3 - CLARIFICATIONS</u>			
Clarifications/ queries to supplier regarding their proposal: N/A			Date:
Supplier Response: N/A			Date:
<u>STAGE 4 - CUSTOMER CCN SIGN-OFF TO PROCEED TO IMPLEMENTATION</u>			
CCN Withdrawn: <i>[Yes/ no]</i>			
By signing below, unless CCN is withdrawn, <i>the [Customer / Authority, as defined in the contract]</i> agrees to pay the <i>[Supplier/ Contractor, as defined in the contract]</i> the costs detailed in Stage 2, by deadlines agreed with the supplier, or as defined in the contract.			
Signed (Customer Representative) REDACTED	Print Name & Position REDACTED Commercial Manager	Date 13/05/2020	
Change authorised to proceed to	Signature:	Print Name & Position: REDACTED Commercial Lead	Date: 14/05/2020



implementation (CCS):			
<u>STAGE 5: CCN COMPLETION SIGN-OFF</u>			
I confirm that the <i>[works have been completed/ provision required under the CCN commenced]</i> 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:	