



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

<b>Contract Name:</b>	<b>Viewing facility and video recording of social research</b>	<b>Contract Ref. No. CCSN17A02-01</b>
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<b><u>CUSTOMER CHANGE NOTICE (CCN)</u></b>
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The National infrastructure Commission or “NIC” (here after referred to as “The Authority” ) is currently producing a National Infrastructure Assessment (NIA), which is looking 10-30 years ahead across all of the main economic infrastructure sectors, seeking to identify the UK’s long-term infrastructure needs, the biggest challenges in meeting those needs, and the best options to address them. The publication of an NIA is a core requirement of the Authority.

The original contract for social research was procured to gain crucial insights into how the public views and prioritises different infrastructure.

The additional expense of providing video and viewing facilities will serve two purposes. The viewing facilities will provide the Authority with first hand insight into how the British public engage with the issues being covered in the NIA. The video will provide communications material for the Authority as it promotes the NIA. The service is offered in addition to the existing contract. Due to the nature of the requirement, sourcing a third party for the viewing facilities would not be possible, and would be extremely difficult for the filming.

However, the Authority compared filming costs with two agencies – “Redacted” and “Redacted” Video.

“Redacted” quoted “Redacted” just for filming on the days, with the cost including editing into a video rising to “Redacted” “Redacted” were more reasonable, but said that it would be “Redacted”, unless the Authority ‘cut corners’.

Each cited the cost of a camera crew for the three days as being the main driver of the costs, suggesting the Authority would have been unlikely to get a better deal from shopping around.

The BritainThinks’ quote for the filming is **£4000 + VAT**, and the Authority are confident that this is both reasonable and represents good value for money. The supplier has done similar work for PwC in the past.

The variation is under 50% of the original total contract value and is permitted as per the Regulations set out at R72 of the Public Contract Regulations 2015.

The variation does not alter the existing project plan.

This is a fixed term contract. Performance will be judged against the existing agreement as detailed in the contract provided by Britain Thinks.

The Supplier will provide a full report on their work. Future requirements (including of the delivery of the NIA report in 2018) will be subject to a compliant procurement process.

Initiated by: Redacted/ Redacted/ National Infrastructure Commission	CNN Reference: <b>CCSN17A02-01</b>
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Source of Change: Customer	Date CCN Raised by relevant party:  7 April 2017		
<b><u>STAGE 1 - CUSTOMER</u></b>			
Summary of proposals/ requirements	<p>This is a variation to the contract between the <b>Authority</b> and <b>BritainThinks</b>.</p> <p>The Terms and Conditions of the Contract apply.</p> <p>Reason for change: The Authority is currently producing a National Infrastructure Assessment (NIA), which is looking 10-30 years ahead across all of the main economic infrastructure sectors, seeking to identify the UK's long-term infrastructure needs, the biggest challenges in meeting those needs, and the best options to address them. The publication of an NIA is a core requirement of the Authority.</p> <p>The original contract for social research was procured to gain crucial insights into how the public views and prioritises different infrastructure.</p> <p>The additional expense of providing video and viewing facilities will serve two purposes. The viewing facilities will provide the Authority with first hand insight into how the British public engage with the issues being covered in the NIA. The video will provide communications material for the NIC as it promotes the NIA.</p>		
Proposed Payment	Redacted		
Required delivery date, with rationale:	<p>BritainThinks quote for the filming output is "<b>Redacted</b>". There is a further "Redacted" cost for the viewing facilities for the London citizen workshop. The service will be delivered by 30 April 2017.</p> <p>The customer is confident that the "Redacted" quote is both reasonable and represents good value for money. 2 suppliers, "Redacted", were also asked to submit quotes for the service. "Redacted" quoted "Redacted" just for filming on the days, with the cost including editing into a video rising to "<b>Redacted</b>". "Redacted" were more reasonable, but said that it would be "<b>Redacted</b>", unless we 'cut corners'.</p>		
Change authorised to proceed to Stage 2 <b>On behalf of National Infrastructure Commission</b>	Signature:  Redacted	Print Name & Position:  Redacted	Date:
Change authorised to proceed to Stage 2 ( <b>CCS representative</b> ):	Signature:	Print Name & Position:	Date:
<b><u>STAGE 2 – SUPPLIER</u></b>			
<b>Comments/ Caveats on requested change</b>	As stated in the Supplier quote, Annex 1		



<b>CAPITAL / IMPLEMENTATION COST</b>			
<b>Other Costs</b>		Redacted	
<b>Materials</b>		Redacted	
<b>TOTAL:</b>		<b>£4650 + VAT</b>	
Anticipated period from CCN being authorised by customer to start of related provision	1 April 2017		
Anticipated implementation period, if any	1 April 2017		
Signed (Supplier Representative) On behalf of <b>CM Monitor, trading as BritainThinks</b>	Signed:  Redacted	Print Name & Position:  Redacted	Date:
Change authorised to proceed to Stage 4 (CCS):	Signed:	Print Name & Position:	Date:
<b><u>STAGE 3 - CLARIFICATIONS</u></b>			
<u>N/A</u>			
<u>Clarifications/ queries to supplier regarding their proposal:</u>			Date:
<u>Supplier Response:</u>			Date:
<b><u>STAGE 4 - CUSTOMER CCN SIGN-OFF TO PROCEED TO IMPLEMENTATION</u></b>			
CCN Withdrawn: N/A			
By signing below, unless CCN is withdrawn, the Authority, as defined in the contract agrees to pay the Supplier as defined in the contract the costs detailed in Stage 2, by deadlines agreed with the supplier, or as defined in the contract.			
Signed (Customer Representative) <b>On behalf of Redacted</b>	Print Name & Position Redacted		Date
Change authorised to proceed to implementation (on behalf of CCS):	Signature:	Print Name & Position:	Date:
<b><u>STAGE 5: CCN COMPLETION SIGN-OFF</u></b>			



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:

