

Essex County Council  
County Hall  
Market Road  
Chelmsford  
CM1 1QH

Attn: (Redacted Commercially Sensitive)  
By email to: (Redacted Commercially Sensitive)

Date: 8<sup>th</sup> June 2022

Dear (Redacted Commercially Sensitive),

**Contract for the supply of prison library services between Essex County Council and The Secretary of State for Justice for HMP Chelmsford.**

High quality library provision is a critical part of the education offer in Prisons and, HMPPS very much values your contribution and our ongoing relationship in the delivery of these services. As you will be aware the above contract expires on 30<sup>th</sup> June 2022, and in accordance with Contract Clause 16.2, the Authority wish to request to extend the Expiry Date by 33 months, from the 01st July 2022 to the 31st March 2025

The existing terms and conditions of the Contract shall apply throughout the extension period however, the Charges set out in Annex 2 of the contract shall be varied to include a 5% uplift to the current contract value, to commence 01<sup>st</sup> July 2022, for the duration of the extension period. This is detailed in the below Contract Change Notice.

Please confirm your acceptance of this Contract extension by signing and returning the below Contract Change Notice to (Redacted Commercially Sensitive) via email to (Redacted Commercially Sensitive), within seven (7) days from the date of this letter.

May I take this opportunity to thank you for your cooperation to date and look forward to an ongoing successful working relationship resulting successful delivery of services in future.

Yours faithfully,

(Redacted Commercially Sensitive)

Signed for and on behalf of the Secretary of State for Justice  
Commercial Manager

## Change Request Form

(For completion by the Party requesting the Change)

<b>Call-off Contract Title:</b> Contract for the supply of prison library services at HMP Chelmsford	<b>Party requesting Change:</b> The Authority
<b>Name of Supplier:</b> Essex County Council	
<b>Change Request Number:</b> 001	<b>Proposed Change implementation date:</b> 1st July 2022
<b>Full description of requested Change (including proposed changes to wording of the Contract where possible):</b>  This requested change is to: i. 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.  to increase the contract value from 1 <sup>st</sup> July by (Redacted Commercially Sensitive) ii. .  iii. to delete the Specification set out in Annex 3 of the contract and replace with the revised Specification set out in Annex 3 of this Contract Change Notice.  No other terms will be changed.  <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>  To reflect the Authority requirements for library services to 31 <sup>st</sup> March 2025.	
<b>Effect of requested Change</b>  Contract is extended till 31 <sup>st</sup> March 2025 and the new contract value is £(Redacted Commercially Sensitive) per annum. The contract specification shall be replaced with the revised Specification set out in Annex 3 of this Contract Change Notice	
<b>Assumptions, dependencies, risks and mitigation (if any):</b>  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 Essex County Council and accepted by, The Authority/Governor of HMP Chelmsford on 01 <sup>st</sup> July 2022.	
<b>Change Request Form prepared by (name):</b> (Redacted Commercially Sensitive)	

**Date of Change Request:** 23<sup>rd</sup> March 2022

**Contract Change Notice (“CCN”)**

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

<b>Call-off Contract Title:</b> Contract for the supply of prison library services at HMP Chelmsford	<b>Change requested by:</b> The Authority/Governor of HMP Chelmsford						
<b>Name of Supplier:</b> Essex 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> The Secretary of State for Justice for HMP Chelmsford and Essex 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>  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  The Charges set out in Annex 2 of the contract shall be varied to include (Redacted Commercially Sensitive) 2. . Revised Charges to Annex 2 of the contract for the period 1 <sup>st</sup> July 2022 to 31st March 2025 are as follows  Revised Charges to Annex 2 of the contract <table border="1"><tr><td><b>Prison Site</b></td><td>HMP Chelmsford</td></tr><tr><td><b>Revised Annual Charge</b></td><td>(Redacted Commercially Sensitive)</td></tr><tr><td><b>Revised Contract Value for the extension period 1st July 2022 to 31st March 2025</b></td><td>£260,672.51</td></tr></table> 3. The Specification set out in Annex 3 of the contract shall be deleted and replaced with the revised Specification set out in Annex 3 of this Contract Change Notice.  There shall be no change to payment terms as set out in MOJ Core Terms, Section 6. (PRICING AND PAYMENTS).		<b>Prison Site</b>	HMP Chelmsford	<b>Revised Annual Charge</b>	(Redacted Commercially Sensitive)	<b>Revised Contract Value for the extension period 1st July 2022 to 31st March 2025</b>	£260,672.51
<b>Prison Site</b>	HMP Chelmsford						
<b>Revised Annual Charge</b>	(Redacted Commercially Sensitive)						
<b>Revised Contract Value for the extension period 1st July 2022 to 31st March 2025</b>	£260,672.51						

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.
2. This Variation shall take effect from 1st July 2022.
3. Words and expressions in this CCN shall have the meanings given to them in the Contract.
4. The Contract, including any previous CCNs, shall remain effective and unaltered except as amended by this CCN.

*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. 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 the Supplier	
Signature		Signature	
Name		Name	
Title		Title	
Date		Date	