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| **Contract Management Guidance – Template #10 CHANGE CONTROL FORM- Extensions – v. 5** | | | | | | | |
| **Contract Name:** | Provision of Consultancy for the Grenfell Tower Inquiry | | | | **Contract Ref. No.** | CCS Reference: CCCC17A75  (Variation Ref: CCCC17A75-01) | |
|  | | | **CLIENT CHANGE NOTICE (CCN)** | | | |  |
|  | | | | | | | |
| CCN 1  REDACTED Grenfell Tower Inquiry  CCN Reference:  Initiated by:  Date CCN Raised by relevant party:  17th November 2017  Cabinet Office  Source of change: | | | | | | | |
| **STAGE 1 – CLIENT** | | | | | | | |
| Summary of proposals/ requirements : | This is a variation to the Contract between the Cabinet Office and KPMG LLP.   The Terms and Conditions of the Contract apply but with the following amendments:   * Extension of time only for 3 months until 16th February 2018. | | | | | | |
| Proposed payment: | | In line with the existing terms and conditions of Contract. | | | | | |
|  | | | | | | | |
| Required delivery date, with rationale: | | | | In line with the existing terms and conditions of Contract and the new proposed implementation plan and milestones detailed within Annex A. | | | |
| 17/11/2017  REDACTED  REDACTED  Change authorised to proceed to Stage 2 **(Customer organisation representative):** Signature Print Name & Position Date    Change authorised  17/11/2017  REDACTED  REDACTED  to proceed to Stage  2 **(CCS representative)**    Signature Print Name & Position Date | | | | | | | |
|  | | | | | | | |
| **STAGE 2 – SUPPLIER** | | | | | | | |
| **Comments/ caveats on requested change:** |  | | | | | | |
|  | | | | | | | |
| Anticipated period from CCN being authorised by customer to start of related provision    Anticipated implementation period, if any | | | | | | | |
| Craig Masters  Date:  17/11/2017  REDACTED  Signed (**Supplier Representative**):    REDACTED  Change authorised to proceed to Stage 4 **(CCS)**:  REDACTED  17/11/2017  Signature  Print Name & Position  Date | | | | | | | |
| **STAGE 3 – CLARIFICATIONS** | | | | | | | |
| Clarification/ queries  to supplier regarding Date:  their proposals:  Supplier response Date: | | | | | | | |
| **STAGE 4 - CUSTOMER CCN SIGN-OFF TO PROCEED TO IMPLEMENTATION** | | | | | | | |
| Variation Withdrawn | | | | | | | |
| By signing below, unless CCN is withdrawn, the Cabinet Office agrees to pay the KPMG LLPthe costs detailed in Stage 1, by deadlines agreed with the supplier, or as defined in the contract. | | | | | | | |
|
| 23/11/17  REDACTED  REDACTED  Signed (**Customer Representative**):  Date  Print Name & Position  Signature  Change authorised to proceed to implementation (**CCS)**:  23/11/2017  REDACTED  REDACTED  Date  Print Name & Position  Signature | | | | | | | |
| **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 provision required under the CCN commenced:  Date Signed by Customer:  23/11/17  20/11/17  REDACTED  REDACTED  Signed (**Customer representative**):  Print Name & Position | | | | | | | |