



**Contract Management
CHANGE CONTROL FORM- General – v. 4**

Contract Name:	Modern Electoral Registration Programme Support	Contract Ref. No.	Contract Number: CCCC17A38
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CUSTOMER CHANGE NOTICE (CCN)

Initiated by:	REDACTED Cabinet Office	CCN Reference:	CCCC17A38 - 01
Source of change:	Customer	Date CCN Raised by relevant party:	18 th August 2017

STAGE 1 - CUSTOMER

Summary of proposals / requirements

This is a variation to the Contract between Cabinet Office and the Association of Electoral Administrators (AEA).

The Terms and Conditions of the Contract apply but with the following amendments:

- Variation to the Contract end date – The original Contract term was 23rd March to 31st May 2017. The Authority is looking to vary the end date to 30th November 2017.
- Uplift in Contract value – The original Contract value is £14,398.00. It is proposed by the Authority to uplift the value by an additional £7199.00 (Exc.VAT) therefore bringing the overall total Contract value to £21, 597.00 (Exc.VAT) enabling for an additional 23 days to be delivered.

Proposed payment:

In line with the existing terms and conditions of Contract and the proposed increased contract value of £21, 597.00 (excluding VAT).

Required delivery date, with rationale:

In line with the existing terms and conditions of Contract and the new proposed end date of 30th November 2017.

Change authorised to proceed to Stage 2 (**Customer organisation representative**)

REDACTED	REDACTED	24 th August 2017
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Signature

Print Name & Position

Date



Change authorised to proceed to Stage 2 (CCS representative):	REDACTED	REDACTED	22 nd August 2017
	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

Signed (Supplier Representative):

REDACTED

Print Name & Position:

REDACTED

Date:

29/08/17

Change authorised to proceed to Stage 4 (CCS):

REDACTED

Signature

REDACTED

Print Name & Position

31st August 2017

Date

STAGE 3 - CLARIFICATIONS

Clarifications/ queries to supplier regarding their proposals:

N/A

Date:

Supplier Response

Date:



STAGE 4 - CUSTOMER CCN SIGN-OFF TO PROCEED TO IMPLEMENTATION

CCN Withdrawn:

No

By signing below, unless CCN is withdrawn, the Cabinet Office agrees to pay Association of Electoral Administrators (AEA) the costs detailed in Stage 1, by deadlines agreed with the supplier, or as defined in the contract.

Signed
(Customer
Representative

Print Name & Position

Date:

Change
authorised to
proceed to
implementation
(CCS):

REDACTED

Signature

REDACTED

Print Name & Position

Date:

31st August 2017

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:

Signed
(Customer
representative)

Print Name &
Position