

Schedule 8

Change Control Process

1. Principles

- 1.1 Where the Authority or the Supplier sees a need to change this Contract or the Services provided under it, the Authority may at any time request and the Supplier may at any time recommend, such change in accordance with the Change Control Process set out in paragraph 2 of this Schedule 8.
- 1.2 The parties agree that no change to the Contract shall occur or be deemed to have occurred through course of conduct or otherwise, but only through the application of the provisions of this Schedule 8. No amendments to the Contract shall be valid unless they have been agreed in writing on behalf of the Authority and the Supplier.
- 1.3 Until such time as a change is made in accordance with this Change Control Process, the Authority and the Supplier shall, unless otherwise agreed in writing, continue to perform this Contract in compliance with its terms prior to such change.
- 1.4 Any discussions which may take place between the Authority and the Supplier in connection with a request or recommendation before the authorisation of a resultant change shall be without prejudice to the rights of either party.
- 1.5 Any work undertaken by the Supplier which has not been authorised in advance by a change, and which has not been otherwise agreed in accordance with the provisions of this Schedule 10, shall be undertaken entirely at the expense and liability of the Supplier.

2. Procedures

- 2.1 Discussion between the Authority and the Supplier concerning a change shall result in any one of the following:
 - (a) no further action being taken; or
 - (b) a request to change this Contract by the Authority; or
 - (c) a recommendation to change this Contract by the Supplier.
- 2.2 Where a written request for an amendment is received from the Authority, the Supplier shall, unless otherwise agreed, submit two copies of a Change Control Note signed by the Supplier to the Authority within three (3) weeks of the date of the request.
- 2.3 A recommendation to amend this Contract by the Supplier shall be submitted directly to the Authority in the form of two (2) copies of a Change Control Note signed by the Supplier at the time of such recommendation. The Authority shall give its response to the Change Control Note within three (3) weeks.
- 2.4 Each Change Control Note shall be in the form set out below.
- 2.5 For each Change Control Note submitted by the Supplier, the Authority shall within the period of the validity of the Change Control Note:
 - (a) allocate a sequential number to the Change Control Note; and
 - (b) evaluate the Change Control Note and, as appropriate:

(i) request further information; or

(ii) arrange for two (2) copies of the Change Control Note to be signed by or on behalf of the Authority and return one of the copies to the Supplier; or

(iii) notify the Supplier of the rejection of the Change Control Note.

2.6 A Change Control Note signed by the Authority and by the Supplier shall constitute an amendment to this Contract.

2.7 The final decision as to whether to accept or reject a Change Control Note will rest with the Authority provided that the Authority will act reasonably and in good faith when making such determination and decision.

Any changes to this Contract, including to the Services, shall be recorded and agreed in the Change Control Notification form detailed below:

Any changes to this Contract, including to the Services, shall be recorded and agreed in the Change Control Notification form detailed below:

CCN Number:

Title of Change	Extension to timeframe of contract
Service Line	040622 : facilitation and remote workshop platform
Operations Lead	
HEE originator	

Change Control Notice (CCN to the following agreement:		
Agreement name		Date of Agreement
Enterprise Burgundy' level contract for facilitation and training support for HEE staff in the use and delivery of virtual project and change delivery.		19/7/21
Date Change Requested	Date CCN Raised	Expiry date of CCN
19/7/22	13/6/22	19/7/23

Contact Information for the proposed change	
Originator	Other Pamar
Name:	Name:
Company: Health Education England	Company: Pentacle
Telephone:	Telephone:

Clauses and Schedules affected
Timeline of deliverable: extend from 19/7/22 to 19/7/23. P4 — Extension period clause: This Call-off Contract can be extended by the Buyer for 2 period(s) of [up to] 12 months each, by giving the Supplier 30 days written notice before its expiry. The extension periods are subject to clauses 1.3 and 1.4 in Part B below. Extensions which extend the Term beyond 24 months are only permitted if the Supplier complies with the additional exit plan requirements at clauses 21.3 to 21.8.

[The extension period after 24 months should not exceed the maximum permitted under the Framework Agreement which is 2 periods of up to 12 months each. If a buyer is a central government department and the contract Term is intended to exceed 24 months, then under the Spend Controls process, prior approval must be obtained from the Government Digital Service (GDS).

Associated Change Control Notices — N/A

CCN No.	Name of Agreement	Date of Agreement

Reason for change

When original contract was signed, we wanted to build in the option of being able to extend. This is the second year, and a new contract is now needed.

Description of Change

Extension of the end date of the contract to 19/7/23, as per the extension clause on page 4.

Changes to contract charges and revised payment schedules

There is no financial variation to the contract as of this time. The value remains £100,000pa for this 12 month extension.

Price to implement change

There is no financial variation to the contract as of this time.

Impact of change on other agreement provisions

None

Timetable for implementation

The new contract extension should be in place before 19 July 2022

Accq3tance

Signed for and on behalf of:
Health Education England

Signed: [REDACTED]

Print Name: [REDACTED]

Title: Head of Corporate Portfolio Office

Date: 17/10/2022

**Signed for and on behalf
of Pentacle Ltd.:**

Signed:

Print name:

Title: Business Manager

Date:

24/06/22