

## **SCHEDULE 5 - CHANGE CONTROL**

## Contract Change Notice ("CCN")

|                                                                                                                 |  |
|-----------------------------------------------------------------------------------------------------------------|--|
| <b>CCN:</b><br><b>Contract Reference Number &amp; Title</b><br><b>Variation Title</b><br><b>Number of Pages</b> |  |
|-----------------------------------------------------------------------------------------------------------------|--|

WHEREAS the Service Provider and the Authority entered into a Contract for the supply of [project name] dated [dd/mm/yyyy] (the "**Original Contract**") and now wish to amend the Original Contract

IT IS AGREED as follows

1. The Original Contract shall be amended as set out in this CCN:

|                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| Change Requestor / Originator                                                                                                                                                                                                                                                                                                                                                                                                                   |                                  |
| Summary of Change                                                                                                                                                                                                                                                                                                                                                                                                                               |                                  |
| Reason for Change                                                                                                                                                                                                                                                                                                                                                                                                                               |                                  |
| Revised Contract Price (if any)                                                                                                                                                                                                                                                                                                                                                                                                                 | Original Contract Value      £   |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Previous Contract Changes      £ |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Contract Change Note [x]      £  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                 | New Contract Value      £        |
| Revised Pricing and Performance Schedule (if any)                                                                                                                                                                                                                                                                                                                                                                                               |                                  |
| Detailed description of the Variation, including (as relevant): <ul style="list-style-type: none"> <li>- revised Specification (See Annexe [x] for Details)</li> <li>- revised Service Provider Solution</li> <li>- revised (or new) Implementation Plan</li> <li>- any other changes to the terms and conditions of the Original Contract</li> </ul> <i>[Note: any change to the Original Contract should be added as an Annex to the CCN]</i> |                                  |
| Revised Contract Period (if applicable)                                                                                                                                                                                                                                                                                                                                                                                                         |                                  |
| Change in Contract Manager(s) (if applicable)                                                                                                                                                                                                                                                                                                                                                                                                   |                                  |

2. Save as amended in the CCN all other terms of the Original Contract remain effective.
3. The CCN takes effect from the date on which both Parties confirm acceptance of its terms via Bravo.

**IN WITNESS** of which this Variation to the Contract has been duly executed by the Parties.

**SIGNED** for and on behalf of the Secretary of  
State for Justice

Signature:

Name (block capitals):

Position:

Date:

**SIGNED** for and on behalf of [*name of the Service  
Provider*]

Signature:

Name (block capitals):

Position:

Date: