

### CHANGE CONTROL NOTICE (CCN)

<b>Contract Title:</b>	Contract for the Provision of Executive Transport Services (The Contract)		
<b>Contract Reference:</b>	CCYZ20A06	<b>Contract Change Number:</b>	CCN 1
<b>Date CCN issued:</b>	09/11/2023	<b>Date Change Effective from:</b>	10/11/2023

**Between:** The Secretary of State for the Department for Business & Trade (The Customer) and Ground Transport Limited (The Supplier)

1. The Contract is varied as follows:

- 1.1. The maximum total contract value will be amended to £458,760 (including all extension options but excluding VAT). This amendment is made pursuant to Regulation 72(1)(e) of the Public Contract Regulations 2015 (the PCR).
- 1.2. As per the notice served by the Customer to the Supplier on 25<sup>th</sup> October 2023, the Contract shall be extended by seven months in accordance with Clause 4.2 of the Contract and Regulation 72(1)(a) of the PCR. The Expiry Date shall be amended to 12<sup>th</sup> June 2024. The Customer reserves the right to extend the contract by a further period of up to five (5) months, to a maximum expiry date of 12<sup>th</sup> November 2024.
- 1.3. All references to the Customer within the Contract shall be deemed to be references to the Secretary of State for Business and Trade, and all references to the Minister for the Cabinet Office within the Contract (as amended in accordance with the novation agreement between the Parties and the Department of Levelling Up, Housing and Communities dated 14<sup>th</sup> January 2021 and the novation agreement between the Parties and the Department for International Trade dated 17<sup>th</sup> October 2022) shall be deemed to be references to the Secretary of State for Business and Trade, to reflect the creation of the Department for Business & Trade, following the machinery of government change announced on 7 February 2023 and the coming into force of The Secretaries of State for Energy Security and Net Zero, for Science, Innovation and Technology, for Business and Trade, and for Culture, Media and Sport and the Transfer of Functions (National Security and Investment Act 2021 etc) Order 2023.
- 1.4. The Contract is amended in accordance with Appendix 1 to this CCN to reflect the changes set out above.

2. Words and expressions in this Change Control Notice shall have the meanings given to them in the Contract.
3. The Contract, including any previous Contract changes, authorised in writing by both Parties, shall remain effective and unaltered except as amended by this Change Control Notice.

Change authorised to proceed by: (Customer's representative):	<b>REDACTED TEXT under FOIA Section 40, Personal Information</b>	<b>REDACTED TEXT under FOIA Section 40, Personal Information</b>	10/11/2023
	Signature	Print Name and Job Title	Date
Authorised for and on behalf of the Supplier:	<b>REDACTED TEXT under FOIA Section 40, Personal Information</b>	<b>REDACTED TEXT under FOIA Section 40, Personal Information</b>	10/11/2023
	Signature	Print Name and Job Title	Date
Authorised for and on behalf of the Customer:	<b>REDACTED TEXT under FOIA Section 40, Personal Information</b>	<b>REDACTED TEXT under FOIA Section 40, Personal Information</b>	10/11/2023
	Signature	Print Name and Job Title	Date

## Appendix 1 – Contract Variations

1. The Award Letter shall be varied as follows:

1.1 Paragraph 1.2 shall be replaced in its entirety with the following:

“The charges for the Services shall be as set out in Annex 2. The total contract value shall be £458,760 including all extension options, but excluding VAT.”

1.2 Paragraph 1.4 shall be replaced in its entirety with the following:

“The Term shall commence on the 13th day of November 2020 (the “Start Date”) and the Expiry Date shall be the 12th day of June 2024. The Contracting Authority reserves the option to extend the contract by up to 1 year (3 + 1).”

1.3 For the purposes of paragraph 1.5 the address for notice for the Customer is:

“Department for Business and Trade  
Old Admiralty Building  
Admiralty Place  
London  
SW1A 2DY

Attention: **REDACTED TEXT under FOIA Section 40, Personal Information**

**REDACTED TEXT under FOIA Section 40, Personal Information”**

1.4 For the purposes of paragraph 1.7.2 the Key Personnel for the Contracting Authority is:

**“REDACTED TEXT under FOIA Section 40, Personal Information”**

1.5 The first line of Paragraph 3 shall be amended as follows:

“For general liaison your contact will be **REDACTED TEXT under FOIA Section 40, Personal Information.**”

2. The terms and conditions in Annex 1 to the Award Letter shall be varied as follows:

2.1 Clause 4.1 shall be replaced in its entirety by the following:

“4.1 The Agreement shall take effect on the Start Date and shall expire on the Expiry Date, unless it is otherwise extended in accordance with clause 4.2 or terminated in accordance with the terms and conditions of the Agreement. The Agreement will commence on the 13th day of November 2020 and will expire on the 12th day of June 2024.”

2.2 Clause 4.2 shall be replaced in its entirety by the following:

“4.2 The Customer may extend the Agreement for a further period of up to five (5) months by giving not less than 10 Working Days’ notice in writing to the Supplier prior to the Expiry Date. The terms and conditions of the Agreement shall apply throughout any such extended period.”

2.3 Paragraph 1 of Annex 2 (Price Schedule) to the Award Letter is amended to include the following:

“1. The maximum total contract value shall be £458,760. Contracted Services will be provided at the firm rates indicated below.”

2.4 Paragraph 5 of Annex 3 (Statement of Requirements) to the Award Letter –shall be replaced in its entirety by the following:

“5. The Supplier will provide a Jaguar XJL as the principle vehicle, with an additional support vehicle and driver.”

2.5 In Paragraph 2 of Annex 3 (Statement of Requirements) to the Award Letter, the nominated person for the Customer shall be updated as follows:

- “Department for Business & Trade – **REDACTED TEXT under FOIA Section 40, Personal Information**”

2.6 Paragraph 1 of Annex 1 (Processing Personal Data) of Annex 6 (Additional Terms & Conditions) to the Award Letter shall be replaced in its entirety by the following:

1. “The contact details of the Customer’s Data Protection Officer is:

**REDACTED TEXT under FOIA Section 40, Personal Information**”

2.7 Paragraph 2 of Annex 1 (Processing Personal Data) of Annex 6 to the Award Letter (Additional Terms & Conditions) shall be replaced in its entirety by the following:

2. “The contact details of the Supplier Data Protection Officer is:

**REDACTED TEXT under FOIA Section 40, Personal Information**”