



**Contract Management Guidance – Template #10
CHANGE CONTROL FORM- Extensions – v. 5**

Contract Name:	Provision of Legal Services for the Civil Service Hubs Programme	Contract Ref. No.	SO16276 Variation: 1
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CLIENT CHANGE NOTICE (CCN)

Initiated by:	<div style="background-color: black; width: 150px; height: 20px;"></div>	CCN Reference:	SO16276-01
Source of change:	Cabinet Office	Date CCN Raised by relevant party:	14 th December 2016

STAGE 1 - CLIENT

Summary of proposals/ requirements :	<p>Further to the current contract expiry date of 21st October 2016 Crown Commercial Service acting as Managing Agent on behalf of the Cabinet Office wishes to take up the option of the remainder of the extension period to 21st February 2020 as per the Contract. This will cover the remainder of Stage 2 and Stage 3 as specified in the Statement of Requirement Appendix B. Uplift in Contract value <div style="background-color: black; width: 100px; height: 1em;"></div>. This will amend the overall Contract value from <div style="background-color: black; width: 100px; height: 1em;"></div> Ex VAT to £5,000,000 Ex VAT.</p> <p>The contract extension will be in line with the current contract terms and conditions and based upon the initial pricing schedule.</p>
Proposed payment:	In line with the existing payment Terms and Conditions and the proposed uplift in Contract value to £5,000,000 Ex VAT
Required delivery date, with rationale:	In line with the existing Contract Terms and Conditions



Change authorised to proceed to Stage 2 (Customer organisation representative):			
	Signature	Print Name & Position	Date
Change authorised to proceed to Stage 2 (CCS representative)			
	Signature	Print Name & Position	Date

STAGE 2 – SUPPLIER

Comments/ caveats on requested change:	
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ABORTIVE COSTS :	
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Anticipated period from CCN being authorised by client to start of related provision	
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Eversheds Sutherland (International) LLP confirms that the costs identified above are the agreed figures that will be payable on CCN implementation

Signed (Supplier Representative):	
Print Name & Position:	
Date:	



STAGE 3 – CLARIFICATIONS

Clarification/ queries to
to supplier regarding
their proposals:

Date:

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 Eversheds LLP the costs detailed in Stage 2, by deadlines agreed with the supplier.

Signed
(Customer
Representative)

Signature

Print Name & Position

Date

Change
authorised to
proceed to
implementation
(CCS):

Signature

Print Name & Position

Date

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 works have been completed/ provision required under the CCN commenced:

Date Signed by Customer:

Signed
(**Customer representative**):

Print Name & Position