OFFICIAL SENSITIVE

Contract for the Provision of Learning and Skills at HMP Berwyn

SCHEDULE 3 - CHANGE CONTROL

Contract for the Provision of Learning and Skills at HMP Berwyn

Change Request Form

(For completion by the Party requesting the Change)

Contract Title:	Party requesting Change:
Name of Contractor:	
Change Request Number:	**Proposed Change implementation date:**
Full description of requested Change (including proposed changes to wording of the Contract where possible):	
Reasons for requested Change:	
Effect of requested Change	
Assumptions, dependencies, risks and mitigation (if any):	
Change Request Form prepared by (name):	
Signature:	
Date of Change Request:	

Contract for the Provision of Learning and Skills at HMP Berwyn

Contract Change Notice ("CCN")

(For completion by the Authority once the Change has been agreed in principle by both Parties. Changes do not become effective until this form has been signed by both Parties).

Contract Title:	Change requested by:
Name of Contractor:	
Change Number:	
Date on which Change takes effect:	
Contract between: The Secretary of State for Justice and [insert name of Contractor]	
It is agreed that the Contract is amended, in accordance with Regulation 72 of the Public Contracts Regulations 2015, as follows: [Insert details of the variation (including any change to the Price and deliverables/obligations) based on the information provided in the Change Request Form and any subsequent discussions/negotiations, cross referencing the wording of the original Contract, as previously changed (if applicable), where possible] **Where significant changes have been made to the Contract, information previously published on Contracts Finder will be updated.**	
Words and expressions in this CCN shall have the meanings given to them in the Contract. The Contract, including any previous CCNs, shall remain effective and unaltered except as amended by this CCN.	

Signed for and on behalf of the Secretary of State for Justice		**Signed for and on behalf of [insert name of Contractor]**	
Signature		**Signature**	
Name		**Name**	
Title		**Title**	
Date		**Date**	