



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

Contract Name:	Project Leadership Programme	Contract Ref. No.	RM3732
<u>CLIENT CHANGE NOTICE (CCN)</u>			

Initiated by:

REDACTED

Crown Commercial Service

CCN Reference:

RM3732-1

Source of change:

REDACTED

Leadership Development Team

Date CCN
Raised by
relevant
party:

19/01/2018

STAGE 1 - CLIENT

Summary of proposals/ requirements :	Further to the current contract expiry date of 16th March 2018, the Infrastructure and Projects Authority (IPA) wishes to take up the option of a 1 year extension from commencement date of 17th March 2018 to expiry date of 16th March 2019, as per the Contract. REDACTED REDACTED The contract extension will be in line with the current contract terms and conditions and based upon the initial pricing schedule.
Proposed payment:	In line with the Terms and Conditions of Contract
Required delivery date, with rationale:	N/A



Change authorised to proceed to Stage 2 (Customer organisation representative):	REDACTED Signature	REDACTED Print Name & Position	12/2/18 Date
Change authorised to proceed to Stage 2 (CCS representative)	REDACTED Signature	REDACTED Print Name & Position	22/02/2018 Date

STAGE 2 – SUPPLIER

Comments/ caveats on requested change:

ABORTIVE COSTS :

Anticipated period from CCN being authorised by client to start of related provision

Cranfield Management Development Limited confirms that the costs identified above are the agreed figures that will be payable on CCN implementation

Signed **(Supplier Representative):**

REDACTED

Print Name & Position:

REDACTED

Date:

07/03/2018



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Variation Withdrawn

By signing below, unless CCN is withdrawn, IPA agrees to pay Cranfield Management Development Limited the costs detailed in Stage 2, by deadlines agreed with the supplier.

Signed
(**Customer
Representative**)

REDACTED

Signature

REDACTED

Print Name & Position

12/3/18

Date

Change
authorised to
proceed to
implementation
(**CCS**):

REDACTED

Signature

REDACTED

Print Name & Position

8th March 2018

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 provision required
under the CCN
commenced:

Date Signed
by Customer:

Signed
(**Customer
representative**):

Print Name &
Position