

VARIATION FORM

No of Call-off Order Form being varied: CCZZ18A48

MHCLG Ref: CPD/004/119/214

Variation Form No: 1

BETWEEN:

The Ministry of Housing, Communities and Local Government ("**the Customer**")

and

Cambridge University Technical Services Limited ("**the Supplier**")

1. This Call-off Contract is varied as follows and shall take effect on the date signed by both Parties:

Supplier's Methodology

Task 4: Verification Survey of Leaseholders

As set out in the Supplier's proposal, 1000 survey responses will be obtained from leaseholders. The cost of the Verification Survey will therefore increase from £9,648 (original cost for 500 responses) to £14,890.80 (cost for 1000 responses). This increases the contract value by £5,242.80 to a total of £59,015.80.

Letter of Appointment

Contract Charges

The summary table of Activity Contract Charges set out in the Letter of Appointment is deleted and replaced with the following:

Activity	Total Activity (£)
<REDACTED>	<REDACTED>
TOTAL	59,015.80

Annex A: Customer Project Specification

4. Key Milestones

The Key Milestones set out in paragraph 4.1 are deleted and replaced with the following:

<i>Milestone</i>	<i>Description</i>	<i>Timeframe</i>
1	Inception Meeting	Within 1 week of Contract Award
2	Evidence Review of the Legal and Economic Aspects of the Study	December 2018 / January 2019
3	Survey Design – production of survey questions	Early February 2019
4	Interim progress report	February 2019
5	Stakeholder Work and Verification	March 2019
6	Draft report outlining key findings	April 2019
7	Presentation of draft report to project board	May 2019
8	Final report	June 2019

2. Words and expressions in this Variation shall have the meanings given to them in this Call-off Contract.

3. This Call-off Contract, including any previous Variations, shall remain effective and unaltered except as amended by this Variation.

Signed by an authorised signatory for and on behalf of the Customer

Signature

Date

Name (in
Capitals)

Address

Signed by an authorised signatory to sign for and on behalf of the Supplier

Signature

Date

Name (in
Capitals)

Address