**Contract Change Note (“CCN”)**

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| --- | --- |
| **CCN Number****Contract Reference Number & Title****Variation Title****Number of Pages** | 003CR\_3357 CONTRACT FOR THEPROVISION OF INTERIM FINANCE SPECIALISTS TO THE DEPARTMENT FOR BUSINESS AND TRADE.Add 2 additional Finance Accountant Contractors. 3 |

WHEREAS the Contractor MLC Partners Limited and the Authority, Department for Business & Trade, entered into a Contract for Provision of Interim Finance Specialists to Department for Business & Trade, dated 20th Feb 2024 (the "Original Contract") and now wish to amend the Original Contract.

IT IS AGREED as follows

1. The Original Contract shall be amended as set out in this Change Control Notice (CCN):

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| --- | --- |
| Change Requestor / Originator | DBT Commercial |
| Summary of Change | Request to add 2 additional Finance Accountant contractors as below:1x SEO Financial Accountant – specialised in preparing central government accounts and working in financial accounting function, with recent experience of doing so.1x HEO Assistant Financial Accountant – specialised in assisting in preparing central government accounts and working in financial accounting function, with recent experience of doing so.Each role will be working for the following days and rates (see table).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Cost Description** | **No of days** | **Unit Cost** | **Total (excl VAT)           £** | **Total Incl (VAT)       £** |
| SEO 4 Cost | [REDACTED | [REDACTED]  |   [REDACTED]  | [REDACTED] |
| HEO Cost | [REDACTED | [REDACTED]  |   [REDACTED]  | [REDACTED] |
|  |  |  | [REDACTED] | [REDACTED] |

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| Reason for Change | One (1) SEO is required to fill a gap in the team due an existing contractor’s (from a different Provider) contract ending. The Financial Accounting, Reporting and Control team (FARCT) requires a specialist Financial Accountant to fill the gap immediately to help support DBT’s 2023/24 accounts production. Our current provider hasn’t been able to meet FARCT requirements whereas MLC has.One (1) HEO is required to fill a gap due to a permanent staff member leaving the team. Interim labour is immediately required to achieve the deliverables required of that role. FARCT requires a specialist Assistant Financial Accountant to fill the resource gap to support DBT’s 2023/24 accounts production. MLC has the individuals with the required skills to meet FARCT requirements. |
| Revised Contract Price | Original Contract Value (ex vat) |  [REDACTED] |
| Previous Contract Changes | CCN 001 – Added an additional SEO contractor role – Contract Value changed to [REDACTED] (ex vat)CCN 002 is for a Replacement Contractor only. No change to role, day rate or number of days. |
| Contract Change Note  | CCN 003 is for a the addition of 2 Contractors only. Number of days and rate is clarified in table above.  |
| New Contract Value | New contract value will be [REDACTED] (ex-vat). |
| Revised Payment Schedule | See cost table above. |
| Revised Specification (See Appendix 1 for Details) | Not Applicable |
| Revised Contract Period (if applicable) | Not Applicable |
| Change in Contract Representative(s) | Not Applicable |
| Other Changes | None |

2. Save as amended all other terms of the Original Contract shall remain effective.

3. This CCN takes effect from the date on which both Parties sign for acceptance of its terms.

**Parties:**

**Contractor: MLC Partners Ltd**

Signed by: [REDACTED]

Title: Director of Operations

Date: 3//07/2024

Signature: [REDACTED]

**Authority: Department for Business and Trade**

Signed by: [REDACTED]

Title: Head of PPS Commercial

Date: 4/07/2024

Signature: [REDACTED]