

**Standard Terms Schedule 4.2 (Contract Change Form)**  
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# **DMS Standard Terms**

## **Schedule 4.2**

### **Contract Change Form**

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This form is to be used in order to change a contract in accordance with Standard Terms Clause 14 (Change).

| <b>Details</b>   |  |
|--|--|
| This form shall be used to effect any change to the contract entered into between the Customer and the Supplier (each as defined below) on 28/07/25 (" <b>Call-Off Agreement</b> "). |  |
| This variation to the Call-Off Agreement (" <b>Contract Change</b> ") is between:  | Secretary of State for the Home Department (the " <b>Customer</b> ")<br>and<br>Qualco UK Limited (the " <b>Supplier</b> ")   |
| <b>Details of Proposed Contract Change</b>   |  |
| Contact Change requested by:   | Customer   |
| Contact Change number:   | CCN 001  |
| Date Contract Change requested:  | 28/07/25   |
| Date by which Contract Change needs to implemented:  | 08/07/25   |
| Proposed Contract Change   | Extension of the existing contract with Qualco UK Limited for the provision of debt management services by an additional six (6) months, beyond the current expiry date of 19 <sup>th</sup> January 2026. The proposed extension comprises an initial four (4) months period to 19 <sup>th</sup> May 2026, with an optional two (2) months extension until 19 <sup>th</sup> July 2026, subject to agreement.   |
| Reason for the proposed Contract Change:   | Customer request   |
| An Impact Assessment shall be provided within:   | N/A  |
| <b>Impact of Contract Change</b>   |  |
| Likely impact of the proposed Contract Change including impact of not implementing the Contract Change and any known dependencies or constraints:                                    | None   |
| <b>Outcome of request for Contract Change</b>  |  |
| Change to Call-Off Agreement:  | The Call-Off Agreement is varied as follows: <ul style="list-style-type: none"><li>• The contract term is extended by an additional six (6) months in total: an initial four (4) months extension to 19<sup>th</sup> May 2026, with an optional further two (2) months extension to 19<sup>th</sup> July 2026, subject to agreement.</li><li>• This extension applies to the existing provision of services (reference DMS0045) currently due to expire on 19<sup>th</sup> January 2026.</li></ul> |

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|                      |  |  |
|----------------------|--|--|
|                      | <ul style="list-style-type: none"> <li>The Customer may decide not to extend the contract past the initial four (4) months extension period (i.e. from 19<sup>th</sup> May 2026), by providing a minimum of one (1) month's written notice.</li> </ul> |  |
| Financial variation: | Original value of Call-Off Agreement:  | Total spent to date under the contract: <span style="background-color: black; color: black;">██████████</span><br><br>Current average monthly spend: approximately <span style="background-color: black; color: black;">██████████</span><br><br>Estimated spend from now until 19 January 2026: <span style="background-color: black; color: black;">██████████</span><br><br>Total contract value: <b>£1,576,050</b>   |
|                      | Additional cost due to variation:  | <div style="background-color: black; height: 15px; width: 100px; margin-bottom: 5px;"></div> <div style="background-color: black; height: 15px; width: 150px; margin-bottom: 5px;"></div> <div style="background-color: black; height: 15px; width: 150px; margin-bottom: 5px;"></div> <div style="background-color: black; height: 15px; width: 160px; margin-bottom: 5px;"></div> <div style="background-color: black; height: 15px; width: 150px; margin-bottom: 5px;"></div> <div style="background-color: black; height: 15px; width: 200px; margin-bottom: 5px;"></div> <div style="background-color: black; height: 15px; width: 210px; margin-bottom: 5px;"></div> <div style="background-color: black; height: 15px; width: 160px; margin-bottom: 5px;"></div> <div style="background-color: black; height: 15px; width: 170px; margin-bottom: 5px;"></div> <div style="background-color: black; height: 15px; width: 160px; margin-bottom: 5px;"></div> <div style="background-color: black; height: 15px; width: 130px; margin-bottom: 5px;"></div> <div style="background-color: black; height: 15px; width: 140px; margin-bottom: 5px;"></div> <div style="background-color: black; height: 15px; width: 150px; margin-bottom: 5px;"></div> <div style="background-color: black; height: 15px; width: 150px; margin-bottom: 5px;"></div> <div style="background-color: black; height: 15px; width: 160px; margin-bottom: 5px;"></div> <div style="background-color: black; height: 15px; width: 190px; margin-bottom: 5px;"></div> <div style="background-color: black; height: 15px; width: 160px; margin-bottom: 5px;"></div> <div style="background-color: black; height: 15px; width: 170px; margin-bottom: 5px;"></div> <div style="background-color: black; height: 15px; width: 160px; margin-bottom: 5px;"></div> |
|                      | New value of Call-Off Agreement:   | <b>£2,099,550.00</b><br><br><div style="background-color: black; height: 15px; width: 180px;"></div>   |

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1. The Contract Change must be agreed by both Parties who should each sign this Contract Change Form to indicate their agreement. The Contract Change shall only be effective from the date the Contract Change Form is signed by the last Party to sign. *[NB: the Customer should be the last party to sign.]*
2. Unless otherwise defined, words and expressions in this Contract Change Form shall have the meanings given to them in the Call-Off Agreement.
3. The Call-Off Agreement, including any previous Contract Changes, shall remain effective and unaltered except as amended by this Contract Change.

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

Signature



Date

28 July 2025

Name (in Capitals)

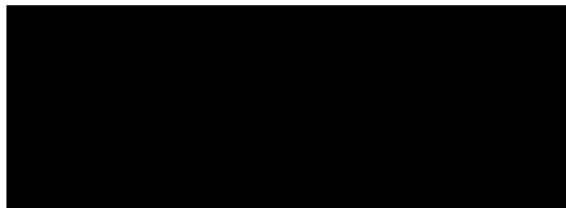
 - Commercial Lead

Address

2 Marsham Street, London, SW1P 4DF

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


Signature



Date

28 July 2025

Name (in Capitals)

 Lead Public Sector Manager

Address

Building One, The Heights, Brooklands, Weybridge, Surrey,  
KT13 0NY

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