

Change Request Form

(For completion by the Party requesting the Change)

Call-off Contract Title: Contract for the supply of prison library services at HMP Hatfield, HMP Lindholme & HMP Moorland	Party requesting Change: The Authority
Name of Supplier: Doncaster Borough Council	
Change Request Number: 001	Proposed Change implementation date: 1st July 2022
Full description of requested Change (including proposed changes to wording of the Contract where possible): This requested change is to extend the term of the above Contract by 33 months, so that the end date of this Contract is 31 st March 2025. And, to increase the contract value from 1 st July by [Redacted Commercial Sensitive]. No other terms will be changed. <i>NB Under 31.1 of the core terms, Either Party can request a variation to the Contract which is only effective if agreed in writing and signed by a duly authorised representative of both Parties.</i>	
Reasons for requested Change: To reflect the Authority requirements for library services to March 2025.	
Effect of requested Change Contract is extended till 31 st March 2025 and the new contract value is [Redacted Commercial Sensitive]	
Assumptions, dependencies, risks and mitigation (if any): For the avoidance of doubt the extension shall be at the price provided below (applicable during the extension period) for services which shall remain unchanged by Doncaster Borough Council and accepted by, The Authority/Governor of HMP Hatfield, HMP Lindholme & HMP Moorland on 01 st July 2022. Specifically referencing Extending the Term of the Contract. The Customer may extend the Contract for a period of up to twenty-four (24) months by giving not less than three months' notice in writing to the Supplier prior to the Expiry Date. The terms and conditions of the Contract shall apply throughout any such extended period. This contract change notice is regarded as the addendum to contract, it reflects the extension period of thirty-three (33) months differs from that stated in the contract.	
Change Request Form prepared by (name): Joanna Maloney	
Date of Change Request: 23 rd March 2022	

Contract Change Notice ("CCN")

(Changes do not become effective until this form has been signed by both Parties.)

Call-off Contract Title: Contract for the supply of prison library services at HMP Hatfield, HMP Lindholme & HMP Moorland	Change requested by: The Authority/Governor of HMP Hatfield, HMP Lindholme & HMP Moorland
Name of Supplier: Doncaster Borough Council	
Change Number: 001	
Date on which Change takes effect: 01 st July 2022	
Contract between: The Secretary of State for Justice for HMP Hatfield, HMP Lindholme & HMP Moorland and Doncaster Borough Council	
It is agreed that the Contract is amended, in accordance with Regulation 72 of the Public Contracts Regulations 2015, as follows: <ol style="list-style-type: none">1. The contract will be varied in accordance with clause 16.2 of the contracts to extend the Expiry Date of the Contract to 31st March 20252. The Charges set out in Annex 2 of the contract shall be [Redacted Commercial Sensitive]. Revised Charges to Annex 2 of the contract for the period 1st July 2022 to 31st March 2025 are as follows Revised Charges to Annex 2 of the contract	
Prison Site	HMP Hatfield
Revised Annual Charge	[Redacted Commercial Sensitive]
Revised Contract Value for the extended period 1st July 2022 to 31st March 2025	£169,840.58
Prison Site	HMP Lindholme
Revised Annual Charge	[Redacted Commercial Sensitive]
Revised Contract Value for the extended period 1st July 2022 to 31st March 2025	£302,665.01
Prison Site	HMP Moorland
Revised Annual Charge	[Redacted Commercial Sensitive]
Revised Contract Value for the extended period 1st July 2022 to 31st March 2025	£298,175.00
There shall be no change to payment terms as set out in MOJ Core Terms, Section 6. (PRICING AND PAYMENTS).	

1. This Variation must be agreed and signed by both Parties to the Contract and shall only be effective if it is signed by the Customer.
2. This Variation shall take effect from 1st July 2022.
3. Words and expressions in this CCN shall have the meanings given to them in the Contract.
4. The Contract, including any previous CCNs, shall remain effective and unaltered except as amended by this CCN.

NB Under 31.1 of the core terms, Either Party can request a variation to the Contract which is only effective if agreed in writing and signed by a duly authorised representative of both Parties. The Customer is not required to accept a variation request made by the Supplier.

Authorised to sign for and on behalf of the Customer		Authorised to sign for and on behalf of the Supplier	
Signature		Signature	
Name		Name	
Title		Title	
Date		Date	