



## Contract Change Note (“CCN”)

<b>CCN Number</b>	004
<b>Contract Reference Number &amp; Title</b>	CR_3399 CONTRACT FOR THE PROVISION OF INTERIM FINANCE SPECIALISTS TO THE DEPARTMENT FOR BUSINESS AND TRADE.
<b>Variation Title</b>	Extend 1x SEO & 1x HEO FARCT Team Contractors
<b>Number of Pages</b>	2

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 26<sup>th</sup> March 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):

<b>Change Requestor / Originator</b>	DBT Commercial
<b>Summary of Change</b>	<p>Extension of contingent labour to cover 1x SEO &amp; 1x HEO in the Financial Accounting, Reporting and Control Team (FARCT).</p> <p>This is to extend the contractor at Grade SEO contained within the original contract (RM6277) for a further 104 working days to the maximum value of [REDACTED] (inc VAT). The day and marginal rate will remain the same as the original contract.</p> <p>This is to extend the contractor at Grade HEO contained within the original contract (RM6277) for a further 21 working days to the maximum value of [REDACTED] (inc VAT). The day and marginal rate will remain the same as the original contract.</p> <p>Cost Breakdown ‘SEO Cost’ Job – Financial Accountant Line manager – [REDACTED] Candidate – [REDACTED]</p>



	<p>Candi rate [REDACTED] per day          Margin [REDACTED] per day          No. of Days – 104          Extension start date – 01/11/2024          Contractor Notice Period to DBT - 4 weeks          Clearance - SC          Expenses In line with client policy, with prior approval          Location - London</p> <p>Cost Breakdown 'HEO Cost'          Job – Assistant Financial Accountant          Line manager – [REDACTED]          Candidate – [REDACTED]          Candi rate [REDACTED] per day          Margin [REDACTED] per day          No. of Days – 21 days          Extension start date –01/11/2024          Contractor Notice Period to DBT - 4 weeks          Clearance - SC          Expenses In line with client policy, with prior approval          Location - London</p>	
Reason for Change	<p>The FARCT team have limited capacity due to team absences.</p> <p>Further delay in the delivery of DBT's final accounts as FARCT relies on having sufficient resources to be able to deliver. This delayed delivery will have an impact on DBT's relationship and reputation to the NAO, as well as DBT's reputation overall.</p>	
Revised Contract Price	Original Contract Value (ex vat)	[REDACTED]
	Previous Contract Changes	None
	Contract Change Note	Extend Contractors
	New Contract Value	[REDACTED]
Revised Payment Schedule	No change.	



Department for  
Business & Trade

Revised Specification (See Appendix 1 for Details)	Not Applicable
Revised Contract Period (if applicable)	From 1 <sup>st</sup> November 2024 – 31 <sup>st</sup> March 2025
Change in Contract Representative(s)	██████████ as Line Manager
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: ██████████

Title: Director of Operations

Date; 7/11/2024

Signature: ██████████

**Authority: Department for Business & Trade**

Signed by: ██████████

Title: Head of People & Special Projects Category, Commercial, DBT

Date: 8/11/2024

Signature: ██████████